Excellence Through Training

LANTFLT MTAT

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT
S-6 and S-8 DIVISIONS

MANAGEMENT TRAINING AND ASSISTANCE TEAM

APPROVED BY:

CODE N412C	**MTAT PROJECT MGR**

LANTFLTMTATPUB
IBSFPD - 005
REV: SEPT 00

Date: _____

MEMORANDUM

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP), RECOMMENDATIONS FOR**

1. Type of recommendation:

( ) Revision ( ) Change
( ) Addition ( ) Deletion

2. The following are the recommendations for improvement of the PDP pertaining to paragraph _____:

( ) Attached ( ) As follows:

_____
_____
_____
_____
_____
_____

_____
(Requester's Signature)

ENDORSEMENT

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP), TASKING FOR**

1. The above recommendations are:

( ) Approved ( ) Disapproved

2. Request take appropriate action.

Date: _____ _____
Control # _____ (Approval Signature)

MTATFORM-70

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IA: RIP MANAGEMENT

STUDY OUTLINE
SECTION 1

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

Specific Table of Contents

SECTION 6: FUNCTIONAL DESK GUIDE

This section contains the CNAL MTAT desk guide that provides specific information and standard procedures you require to correctly conduct RIP-management processes.

SECTION 7: LESSON PLAN

This section contains the CNAL MTAT lesson plans that relate directly to RIP-management processing.

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

SECTION 1: STUDY OUTLINE

Part A. INTRODUCTION

1. General
2. System Administration
3. Site Setup
4. Common Options
5. Help Function
6. Scanner Management
7. Scanner System
8. Scanner Keyboard
9. Scanner Main-menu Options
10. Low-battery Charge
11. SUADPS-RT Interface
12. Process Selection
13. User Identification Code
14. Scanner Number
15. Data on Scanners
16. Bar-code Function
17. Data Management
18. RIP Processing
19. Management and Analysis of IBS Reports

Part B. RESPONSIBILITIES

1. IBS and Site Coordinators
2. Monitor IBS Team Performance
3. Obtain Data Extracts
4. Review and Distribute IBS Reports

Part C. PREPARATION PROCEDURES

1. Conduct General Briefing
2. Establish System Configuration
3. Establish Control Data
4. Establish System Passwords
5. Transfer Screen Data to a Scanner
6. Use the Databases Function
7. Print the IBS Log Report
8. Check Scanners Before Using
9. Ready Scanners With No Data on File
10. Ready Scanners With Data Not Yet Transferred
11. Ready Scanners With Data Transferred But Not Erased
12. Ready Scanners With Data Transfer Questionable

Part D. RECEIPT PROCEDURES

1. Program Scanners
2. Issue Scanners to Personnel
3. Transfer RIP Data From Scanners to the PC
4. Review RIP Scanner Reports
5. Edit RIP Data on the PC
6. Generate Receipt Differences Reports
7. Generate RIP Management Reports

Part E. ALTERNATIVE PC-INPUT PROCEDURES

1. Enter RIP Data for Stock Material
2. Enter RIP Data for Non-POD DTO Material
3. Enter RIP Data for POD DTO Material

Part F. REMOTE-SITE PROCEDURES

1. Generate Reports for a Remote Site
2. Transfer Receipt Data to a Diskette
3. Repeat a Transfer of Receipt Data to a Diskette
4. Transfer Remote Receipt Data to a Normal-site PC

Part G. RELATED PROCEDURES

1. Transfer UNREP Receipt Data to a Normal-site PC
2. Generate Bar-code Labels
3. Edit Bar-code Labels
4. Select a Bar-code Printer Setup
5. Import OMC Data
6. View Optical Card Files

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

STUDY GUIDE
SECTION 2

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

RIP MANAGEMENT PROCEDURES

FOR THE IBS COORDINATOR

STUDY GUIDE

SECTION 2

CONTROL RECORD

Trainee Name: _____

Start Date: _____

Target Completion Date: _____

Actual Completion Date: _____

Certified By:

Supervisor	Date	Div. LCPO/Div. Officer	Date
_____	_____	_____	_____

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

SECTION 2: STUDENT STUDY GUIDE

A. INTRODUCTION

1. General.

a. Advantages. The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

(1) Improvement in supply effectiveness,

(2) Improvement in repairables management,

(3) Reduction in the number of redistributable assets on board (RAB),

(4) Reduction in the number of redistributable assets on order (RAO),

(5) Reduction in the number of deficiencies to requisitioning objectives (def-to-RO),

(6) Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intra-fleet Supply Support Operations Team (ISSOT) Program.

b. Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

(1) On the ship - financial supervisors and personnel in the Stock Control Division,

(2) At the type commander - AV-207 inventory and financial managers and the Comptroller,

(3) At the Defense Finance and Accounting Service (DFAS) - inventory and financial managers.

2. System Administration. The System Administration (Sys Admin) Option on the IBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

a. Inventory processing,
b. Q-COSAL and system-administration functions;
c. Receipt processing;
d. Producing bar-code labels;
e. Relocation, location-audit, and consolidation functions.

3. Site Setup. The System Administration Function has the Site Setup Option that allows you to select the following control data:

a. Site Name. This data field consists of the name of your ship or unit and, if applicable, the ship's class and hull number. It may consist of a maximum of 25 alphabetic and numeric characters. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

b. Site Service Code. This data field is a one-character figure that identifies the fleet that has cognizance over the site. Enter V for Atlantic Fleet units, R for Pacific Fleet units, and N for shore activities. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

c. Site UIC. This data field is a five-digit numeric code that identifies the unit identification code (UIC) that functions as the accounting number for your ship or unit. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

d. Site Routing ID. This data field is a unique three-digit, alphabetic-numeric code that represents the address of an activity.

e. Forced Receipt Days. This data field is a numeric figure that ship or unit personnel assign based on TYCOM guidelines. It determines how many days may pass before the IBS Program arbitrarily completes the following;

(1) Stow transactions that do not have corresponding RIP transactions on file,
(2) RIP or stow transactions that have only a partial match.

f. Data Purge Days. This data field contains a value after which the system will remove data from processes that you already completed or canceled. If you do not enter a value, the system defaults to a value of 90 days.

g. DTO POD Indicator.

(1) General. This data field allows you to set the Proof-of-delivery (POD) Indicator in the Receipt Control Data Maintenance File for the following document-number series:

(a) G_ _ _ for not-mission-capable-supply (NMCS) and partial-mission-capable-supply (PMCS) items,

(b) GB_ _ for Broad-Arrow items,

(c) D_ _ _ or Y_ _ _ for awaiting parts (AWP) requirements.

The POD indicator will prevent the receipt-in-process (RIP) record in IBS from automatically creating a DI X71. It also will establish an audit trail for incoming DTO exception categories.

(2) Procedures.

(a) To add or modify a POD indicator, select the PODs on DTOs Option. Set the POD indicator by entering a specific cognizance (COG) symbol or either a single- or two-position DTO serial number. Then, select the Add Option to complete the processing.

(b) To delete a POD indicator, select the particular POD indicator you wish to delete. Then, select the Delete Option.

h. Remote Site Indicator. This data field allows you to select a PC for use as a remote- or normal-site processor. The PC in S-8 will have a direct connection to the Host and thus will have a "normal-site" processing configuration.

i. Supported UIC Indicator. This data field contains five-digit numeric codes that identify the units your activity supports. These are units for which your activity processes receipt documents. There is no limit to the number of unit identification codes you can enter.

(1) To add a UIC, select the Supported UIC Option. Then, enter the UIC you wish to add in the UIC Data Field and select the Add Option to input it to the database.

(2) To delete a supported UIC, select the Supported UIC Option. Select the UIC you wish to delete from those on the screen and then select the Delete Option to remove it from the database.

j. Process X72s. When you select this option, the IBS Program sends receipt-in-process transactions to SUADPS-RT. Select this option only if you need to send RIP data to SUADPS-RT. If you do not select this option, the DI X72 transaction will remain on the PC. To set this indicator, select the X72 Option and then the Update Option to input it to the data base. This process is part of configuring an activity's system for the IBS Program.

4. Common Options. The IBS Program provides the following options on most selection screens:

a. Add. This option allows you to add a record to the file.

b. Cancel. This option allows you to abort a process.

c. **Delete.** This option allows you to remove a record from file.

d. **Done.** This option allows you to exit from a process.

e. **First.** This option allows you to access the first record on file.

f. **Help.** This option allows you to access the On-line Help Screen.

g. **Last.** This option allows you to access the last record on file.

h. **Next.** This option allows you to access the record that is on file immediately after the one on the screen.

i. **OK.** This option allows you to enter data to a file or to continue a process.

j. **Previous.** This option allows you to access the record that is on file just before the one on the screen.

k. **Print.** This option allows you to print a report.

l. **Update.** This option allows you to enter a change or modification to a record already on file.

5. Help Function. The IBS Program has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

a. **Contents.** This option shows all the data that relates to the active module that is available through the On-line Help Function. You can scroll through the data and locate the particular information you wish.

b. **Calculator.** This option provides the same functions as a standard calculator.

c. **Calendar.** This option provides 12-month calendars for current, previous, and future years. This is a very useful tool that allows you to schedule weekly, monthly, and yearly run processes on the calendar. Entries on the calendar serve as a reminder to you and assist others in identifying runs you require.

d. About. This option provides information about the development of the IBS Program. When a dialog box appears with a Help Option, select it or press function key F1 to view specific information about the dialog box. The selections near the top of the Help Window can help you locate information you desire. Brief descriptions of the options available are as follows:

(1) Contents. This option shows a list of help topics available for the active module.

(2) Search. When you select this option, a dialog box appears that allows you to specify a topic for the system to locate.

(3) Back. This option allows you to return to the previous topic.

(4) History. This option shows a chronological list of all help topics you viewed during the current "Windows" session.

6. Scanner Management. The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to inventory, location-audit, receiving, and relocation processing modules of the Integrated Barcode System (IBS). It also prevents the loss of the information in these through hand-to-hand shuffling. In the receiving process, for instance, a scanner can collect information you require without the necessity of having to pull the shipping document from the material. The scanner also eliminates the vast number of hours that personnel previously expended in manually processing receipt documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly.

7. Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a. Laser Gun or Pencil Wand. Attach a laser-gun reader or a pencil-wand assembly to the scanner. Each plugs into the 9440 Laser Interface Module (LIM). You do not need to disconnect them to transfer data to or from a PC. Carefully clean the lens on the bar-code pencil wand with a tissue or soft cloth as it is very fragile. A clean lens will read a bar-code label more efficiently than a dirty one. A cracked lens will not read a bar-code label. In short, both the laser gun and the pencil wand are delicate instruments that require constant maintenance and careful handling to provide a trouble-free operation.

b. Computer Chip. This chip allows an INTERMEC scanner reader to gather inventory, location-audit, receipt, and relocation data from bar-code labels. In the event there is no label, you can manually enter data using the keypad on the scanner.

c. Upload and Download Cable. This is a special cable that allows you to establish communications between the scanner and a personal computer (PC). First, connect the cable to the plug connection on the INTERMEC 9440 Scanner Reader and then to the communication's port (comport) on the back of the PC.

d. Battery Pack. The INTERMEC scanner reader uses rechargeable batteries in a battery pack to accomplish all processing. A nickel-cadmium (NiCad) battery pack with a full charge supplies 750 hours of power to the reader.

e. Battery Charger. The HM Electronics System 90 Multi-station Battery Charger is very useful in helping you keep a full charge on rechargeable batteries. This charger has charging slots for one, three, or six rechargeable batteries. This module allows you to check your batteries and determine whether they are defective or not. The other slots are the standard charge and discharge slots.

f. Internal Battery. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining internal batteries.

g. Bar-code Label Printer. This program has the capability to use any of the following printers to produce bar-code labels:

(1) IMTEC Bar-code Printer,
(2) ELTRON Bar-code Printer,
(3) KYOCERA Laser Printer,
(4) INTERMEC 4100 Bar-code Printer,
(5) Codewriter 5106 Bar-code Printer,
(6) Codewriter 4102 Bar-code Printer (from the scanner only).

h. Bar-code Label Printer Supplies. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining supplies.

8. Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader consists of two sections. The first section contains alphabetic keys, and the second section contains dual-function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual-function keys into different function modes.

9. Scanner Main-menu Options. There are two screens for the scanner's main menu as follows:

a. The first screen includes the following options;

(1) Inventory Option,
(2) Location Audit Option,
(3) Receiving Option,
(4) Next Page Option;

b. The following options appear on the second screen of the main menu;

(1) Relocation Option,
(2) Transfer Option,
(3) Sys Admin Option,
(4) Help Option.

10. Low-battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

11. SUADPS-RT Interface. You cannot transfer inventory, location-audit, receiving, or relocation information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location during a location-audit or relocation process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

12. Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

13. User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

14. Scanner Number. This number appears on a tag that is on the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two scanner readers with the same number until you process information from one of them by way of an update.

15. Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

a. Ensure no records remain on the scanners;
b. Then, use the SysAdmin Function to check date and time data.

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions you will require depends on the status or condition of each individual scanner. The type of processing you complete also determines what steps will be necessary.

16. Bar-code Function. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and to add other records.

17. Data Management.

a. General. As a data-management tool, the IBS Program uses bar-code technology to facilitate the following:

(1) Conducting inventory and location-audit processes,
(2) Processing receipts,
(3) Executing quality-assurance audits.

b. Objectives. Inventory-control and related procedures in this section have the following objectives:

(1) Ensure the accuracy of information in the Basic Material File;

(2) Provide an in-depth analysis of IBS inventory reports for more effective stock management;

(3) Present methods for effective management of inventory requirements, adjustments, and related functions.

c. Benefits. Through continual use, the IBS Program offers various benefits that include the following:

(1) Minimizes the number of work-hours spent on processing functions using labor-intensive, nonmechanized procedures;

(2) Eliminates inefficient manual-count methods;

(3) Serves as a valuable tool for on-board inventory and stock location validity improvement programs;

(4) Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

(5) Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

(6) Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

(7) Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

(a) Spot Inventory Aids List,

(b) Suspense Listing,

(c) Material-obligation-validation (MOV) processing for stock and direct turn-over (DTO) material;

(8) Reduces the workload in the Stock Control Division by accomplishing *up-front* validation and error correction;

(9) Enhances causative-research procedures;

(10) Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

18. RIP Processing.

a. General. The receiving process includes the identification and stowage of material that you previously requisitioned. In addition, it includes recording all these actions. More than anything else, a breakdown in receipt-processing procedures has a greater negative impact on whether personnel in the Supply Department can execute taskings. This section describes actions that are necessary for effective receipt management, defines programs related to IBS, and presents an overview of the receipt-transaction process. Additionally, it describes the management tools and supervisory audits you need to effectively manage receipt-processing functions. It explains as well the relationship between receipt processing, supervisory audits, and key performance indicators. Effective management of the IBS Receiving Function involves the following:

(1) Ensuring that personnel process stock material they received through the Receipt-in-process (RIP) Function of the IBS Program.

(2) Ensuring the following;

(a) That personnel record DTO material they received into receipt files,

(b) That they distribute material promptly and to the correct customer,

(c) That the receipt document accurately reflects the actual quantity they received.

b. File Utilities Function. The primary purpose of the IBS Program is to record data utilizing INTERMEC 9440 scanner readers. However, when necessary, you can enter data directly to a PC with configuration for IBS processing by using the File Utilities Function. The processes available within this function are as follows:

(1) Input stock receipt and stow data,

(2) Input DTO receipt data,

(3) Input receipt data for DTO material that requires proof of delivery (POD),

(4) Maintain the Stock Receipt Master File.

c. Enter Stock RIP Data to a PC. When personnel use this function to enter receipt data for stock material, they must accomplish the following actions to ensure accuracy:

(1) Pull a copy of the shipping document that comes with the material and record the receipt-in-process (RIP) transaction into the IBS Program,

(2) File the source document they used to enter data to the PC in the IBS RIP Pending File.

d. Enter DTO Receipt Data to a PC. When personnel receive DTO material on board, they should immediately separate it by department and division work center. Before turning it over to the customer, they also must accomplish the following actions:

(1) Process a receipt-in-process (RIP) transaction to record the receipt in the IBS Program. This procedure validates the document serial number to ascertain whether it requires proof-of-delivery processing. Members of the receipt and stow team must be thoroughly familiar with which serial-number series' require POD processing. This will help expedite the turn-over of DTO material.

(2) If the material does not require POD processing, personnel can consider the RIP transaction as complete once they enter it to the IBS Program. The system then generates a receipt transaction for extract processing to SUADPS-RT.

(3) If the material requires POD processing, RIP procedures will be the same as above except that the system generates a pending-receipt transaction. Then, personnel must process the transaction through the Receipt Stow Function before they can consider it as complete.

19. Management and Analysis of IBS Reports. This process is the key to ensuring a successful receiving process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of processing. They provide both status data and images of the transactions that IBS processed. These reports will help you identify erroneous conditions and potentially weak areas.

B. RESPONSIBILITIES

1. IBS and Site Coordinators. These individuals should be senior enlisted personnel with an assignment as coordinators on a full-time basis. They must be thoroughly familiar with all aspects of shipboard supply and financial functions. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. Coordinators are the focal points for solving all problems that relate to the IBS Program.

2. Monitor IBS Team Performance. The IBS Coordinator must carefully review the performance of personnel using the IBS Program to ensure efficiency and accuracy in all facets of functional processing.

3. Obtain Data Extracts. Another coordinator responsibility involves obtaining extracts of data from SUADPS-RT files for processing in the IBS Program. This individual also must obtain extracts of data from the IBS Program for processing in SUADPS-RT.

4. Review and Distribute IBS Reports. The IBS Program generates various management reports whenever personnel execute inventory, location-audit, consolidation, relocation, and receipt-processing functions. The IBS Coordinator will distribute these reports to all managers and to the functional personnel that take part in each process. Each individual must review these reports to identify discrepancies. The reports also are useful as management tools that provide statistical data essential to the operation and administration of the Supply Department. The IBS Coordinator must, in the proper discharge of duties, review all reports that the IBS Program generates.

C. PREPARATION PROCEDURES

1. Conduct Briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a. Scanner Control Point. This is the place where personnel accomplish the following;

(1) Pick up and turn in scanners,
(2) Obtain fresh batteries.

b. Site Supervisor. This is the individual that will accomplish the following;

(1) Assist personnel that have problems with scanners,
(2) Answer questions regarding processing procedures.

c. Types of Functions. Discuss the following:

(1) Location-audit processing,
(2) Inventories,
(3) Receipts in process,
(4) Material stowage,
(5) Consolidation,
(6) Relocation,
(7) Scanner transfers,
(8) Reviewing and clearing data.

d. Working Areas. Discuss the various areas you will use for storeroom, shipment, and receipt processing.

e. Training. Cover the following fundamental topics:

(1) Basic scanner functions;
(2) Procedures to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2. Establish System Configuration. This function allows you to configure your system for the Integrated Barcode System (IBS) Program. The step-by-step procedures for this process are in the desk guide (Section 6).

3. Establish Control Data. This function allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing. The step-by-step procedures for this process are in the desk guide (Section 6).

4. Establish System Passwords. This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords. The step-by-step procedures for this process are in the desk guide (Section 6).

5. Transfer Screen Data to a Scanner. The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it. The step-by-step procedures for this process are in the desk guide (Section 6).

6. Use the Databases Function. This function allows you to re-create databases that have corrupt data as well as to repack the data within them. The step-by-step procedures for this process are in the desk guide (Section 6).

7. Print the IBS Log Report. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish. The step-by-step procedures for this process are in the desk guide (Section 6).

8. Check Scanners Before Using.

a. Conduct Routine Maintenance. The step-by-step procedures for this process are in the desk guide (Section 6).

b. Install IBSV4 Chip to Scanner. The step-by-step procedures for this process are in the desk guide (Section 6).

c. Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay. The step-by-step procedures for preventing a

low-charge for both the battery pack and the internal lithium battery are in the desk guide (Section 6).

d. Reconfigure Scanner. You will need to reconfigure the scanner if the charge of the internal battery is low or if the chip requires replacementment. The step-by-step procedures for this process are in the desk guide (Section 6).

9. Ready Scanners With No Data on File. The step-by-step procedures for this process are in the desk guide (Section 6).

10. Ready Scanners With Data Not Yet Transferred. The step-by-step procedures for this process are in the desk guide (Section 6).

11. Ready Scanners With Data Transferred But Not Erased. If you do not delete data from the scanner file after you transfer it to the PC successfully, you may duplicate the transfer of transactions to the PC. The program will add these new transactions to the old file even though you already transferred the old file once. The step-by-step procedures for this process are in the desk guide (Section 6).

12. Ready Scanners With Data Transfer Questionable. If you are unsure whether a transfer was successful, repeat the transfer. The step-by-step procedures for this process are in the desk guide (Section 6).

D. RIP PROCEDURES

1. Program Scanners. The ideal way to process receipt data is to program two different sets of scanners for receipt processing. Receiving personnel will use the first set to enter receipt-in-process (RIP) data; storeroom personnel will use the second set to scan stow data. Proceed as follows to ensure all scanners are ready for receiving personnel to use before beginning RIP procedures. Refer to paragraphs 9 through 12 of Section C for specific procedures on the following actions:

a. Clearing any data already on the scanner and preparing it for the next operation,

b. Ensuring no two scanners have the same identification number,

c. Verifying that the identification number for the location audit is unique and identical to the one you entered to the PC.

The step-by-step procedures for this process are in the desk guide (Section 6).

2. Issue Scanners to Personnel. Distribute the scanners you programmed for RIP processing to personnel on the receiving team. They must proceed to the receiving area and select material to scan or manually key in the data. All personnel must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Damage to the scanner,
b. Failure of the battery,
c. Problems with key entry.

3. Transfer RIP Data From Scanners to the PC. This function allows you to transfer RIP data in an INTERMEC scanner reader to a PC for additional processing. As personnel return scanners containing receipt data, transfer the data to the PC for processing into receipt master files. This process is the same regardless of which of the following types of data a scanner contains:

a. Stock RIP data,
b. Stock stow data,
c. DTO data for material that does not require POD,
d. DTO data for material that requires POD.

The step-by-step procedures for this process are in the desk guide (Section 6).

4. Review RIP Scanner Reports. After you transfer scanner data to the PC, the system generates scanner data transfer reports. Then, it processes data into receipt master files and, if it finds any discrepancies, generates error and exception reports. The reports are as follows:

a. Download Report. This report provides a list of the RIP transactions you transferred from a scanner to the PC. The program can print the report in either a NIIN or document-number sequence. Use this report to conduct audit trails and verify receipt-processing transactions. Provide a copy of this report every day to the Receipt Processing Coordinator.

b. Exception Report. This report provides a list of the records the program identified as erroneous after processing data into receipt master files. An exception code will appear next to each record describing the nature of the discrepancy. The following is a list of the types of exception codes as well as processing procedures:

(1) Code 01. Duplicate Stock RIP. This code applies to records for stock material that personnel processed twice. When you verify that a stock RIP record is truly a duplicate, delete it using the Receipt File Maintenance Function.

(2) Code 02. Duplicate Stock RIP. This code applies to records for stock material whose receipt quantity differs from the quantity on file. This condition can be the result of two different individuals processing transactions for the same item using different quantities. It also can result from one individual scanning bar-coded data while another manually enters a different quantity for the same item. Verify which quantity is correct and delete the erroneous entry in the same manner as for Code 01 above.

(3) Code 03. Duplicate Stock RIP. This code applies to records for stock material whose receipt date differs from the date on file. The same situations that apply for Code 02 apply here except that the differing data is the date rather than the quantity. Processing procedures are the same.

(4) Code 04. Duplicate DTO Receipt. This code applies to records for DTO material that personnel processed twice. When you verify that the DTO receipt record is truly a duplicate, delete it using the Receipt File Maintenance Function.

(5) Code 05. Duplicate DTO Receipt. This code applies to records for DTO material whose receipt quantity differs from the quantity on file. This condition can be the result of two different individuals processing the same item for different quantities. It also can result from one individual scanning bar-coded data while another manually enters a different quantity for the same item. Verify which quantity is correct and delete the erroneous entry as before.

(6) Code 06. Duplicate DTO Receipt. This code applies to records whose receipt date differs from the date on file. The same situations that apply for Code 05 apply here except that the differing data is the date rather than the quantity. Processing procedures are the same.

(7) Distribution. This report has the following distribution requirements:

(a) Daily to the Receipt Processing Coordinator,
(b) Daily to the Material Division Officer,
(c) Daily to the Stock Control Officer,
(d) Daily to the S-6 Officer
(e) Weekly to the Quality Assurance Officer,
(f) Weekly to the Stores Officer.

Proceed to the next paragraph to continue this receiving process.

5. Edit RIP Data on the PC. This function allows you to access and change information for all stock and DTO RIP transactions that you noted were incorrect during your review of scanner transfer reports for RIP data. The step-by-step procedures for this process are in the desk guide (Section 6).

6. Generate Receipt Differences Reports. This function allows you to select to produce the reports that have receipt-document discrepancies. Use these reports in conjunction with a financial audit. In this way, they help you find the records that correspond to those that remain unmatched on both C&H and A&G summaries. The IBS Program provides you with the ability to select and include transactions for consumable, repairable, or both types of material. The step-by-step procedures for this process are in the desk guide (Section 6).

7. Generate RIP Management Reports. This function allows you to select to produce RIP management reports. These reports are the most comprehensive and detailed tools available for managers to monitor receipt-in-process transactions within the IBS Program. Proper use of these reports enhances receipt-processing efficiency and accuracy. Additionally, these reports provide criteria that allows you to measure performance, time management, and personnel utilization. These reports also provide good audit-trail information that is useful when you attempt to track material that personnel misplaced or lost. Use these reports as tools to monitor receipt records that become over-aged while awaiting stowage action. This process is identical for receipts of both DTO and stock material. The only exception is that the notation “DTO material” appears on all screens and reports instead of “Stock material.” The step-by-step procedures for this process are in the desk guide (Section 6).

E. ALTERNATIVE PC-INPUT PROCEDURES

1. Enter RIP Data for Stock Material. This function allows you to enter receipt data for stock material directly to the PC. When, receiving personnel receive an incoming stock item, they must examine it very carefully. Then, they need to record a receipt-in-process (RIP) transaction to the IBS Program. The step-by-step procedures for this process are in the desk guide (Section 6).

2. Enter RIP Data for Non-POD DTO Material. This function allows you to enter receipt RIP data for DTO material that does not require proof-of-delivery processing directly to the PC. A direct-turnover (DTO) item is material that receiving personnel place in the hands of personnel from the ordering work center immediately upon receiving it. This is instead of forwarding it to a storeroom as they would stock material. When they receive incoming DTO items at the receipt-processing area, they segregate it by department and work center. Then, you need to process a RIP transaction for each item. The IBS Program tries to match the document number for the transaction to a series of serial numbers within the system's internal control data. This procedure allows the system to determine whether a DTO item requires proof-of-delivery processing. If it does not, enter the data from the RIP transaction to the IBS system. The program then considers the transaction as complete and prepares a DI X71 transaction for extract processing to SUADPS-RT. The step-by-step procedures for this process are in the desk guide (Section 6).

3. Enter RIP Data for POD DTO Material. This function allows you to enter receipt data for DTO material that requires proof-of-delivery processing directly to the PC. A direct turnover (DTO) item is material that receiving personnel place in the hands of personnel from the ordering work center immediately upon receiving it. In this case, they need to first obtain proof of delivery. This is instead of forwarding it to a storeroom as they would stock material. When they receive incoming DTO items at the receipt-processing area, they must segregate it by department and work center. Then, you need to process a RIP transaction for each item. The IBS Program tries to match the document number for the transaction to a series of serial numbers within the system's internal control data. This procedure allows the system to determine whether a DTO item requires proof-of-delivery processing. The step-by-step procedures for this process are in the desk guide (Section 6).

F. REMOTE-SITE PROCEDURES

1. Generate Reports for a Remote Site. This function allows you to select to produce reports listing all the transactions that personnel processed at a remote site. It also allows you to generate individual reports for RIP or stow transactions input at the remote receipt-processing

site. Use these reports in conjunction with a financial audit. In this way, you can easily locate the records that correspond to those that remain unmatched on C&H and A&G summaries. The IBS Program provides you with the ability to select to print or view report data in NIIN or document-number sequence. Before producing any of the reports, you must ensure the following:

a. That the receipt records you requested are available in the Remote Receipt File,
b. That the appropriate printer is ready to receive data.

The step-by-step procedures for this process are in the desk guide (Section 6).

2. Transfer Receipt Data to a Diskette. This function allows you to transfer receipt data onto a floppy diskette. Use this option when you are at a T-shed or another receiving area with a system you configured for remote-site processing. This allows you to import this receipt data when you are at a system with a normal-site configuration for processing. The step-by-step procedures for this process are in the desk guide (Section 6).

3. Repeat a Transfer of Receipt Data to a Diskette. This function allows you to repeat a previous transfer of receipt data onto a floppy diskette when you are at a T-shed or another receiving area with a system configured for remote-site processing. You can then import this receipt data to a system with a normal-site configuration for processing. The step-by-step procedures for this process are in the desk guide (Section 6).

4. Transfer Remote Receipt Data to a Normal-site PC. This function allows you to import receipt data for processing when you are at a system with a normal-site configuration. The step-by-step procedures for this process are in the desk guide (Section 6).

G. RELATED PROCEDURES

1. Transfer UNREP Receipt Data to a Normal-site PC. This function allows you to import the receipt data you received from a T-AFS during underway replenishment (UNREP) for processing on board. You need to be at a system with a normal-site configuration for this process. The step-by-step procedures for this process are in the desk guide (Section 6).

2. Generate Bar-code Labels. This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label. The step-by-step procedures for this process are in the desk guide (Section 6).

3. Edit Bar-code Labels. This function allows you to modify bar-code records in the Print File or to add or delete records. The step-by-step procedures for this process are in the desk guide (Section 6).

4. Select a Bar-code Printer Setup. This function allows you to set up the type of printer you will use to produce bar-code labels. The step-by-step procedures for this process are in the desk guide (Section 6).

5. Import OMC Data. This function allows you to import RIP data from an optical memory card (OMC) that comes with receipt material from a supply activity, if you have an OMC reader and writer. The system processes incoming OMC data as follows:

a. Auto RIPs Option. In this process, the system transfers data from an optical memory card directly to IBS in RIP format. This eliminates the need to scan RIP documents.

b. RIP/OMC ROD Option. In this process, the system builds a database of incoming OMC data for comparison to data from IBS RIP scanners during transfer to the IBS workstation. The system then stores any difference data that results from this comparison in a ROD database. The system can access this data to generate reports of discrepancy and OMC scanner differences reports.

The step-by-step procedures for this process are in the desk guide (Section 6).

6. View Optical Card Files. This function allows you to search for and view a particular file on the OMC in the reader. The step-by-step procedures for this process are in the desk guide (Section 6).

COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IA: RIP MANAGEMENT

SKILLS CERTIFICATION SECTION 3

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT
PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

SECTION 3: SKILLS' CERTIFICATION

A. INTRODUCTION

1. General. This questionnaire has the objective of enhancing your skills through research and study about IBS RIP-management procedures and processing. The ever-changing policies and procedures in the Navy Supply System create a continuing challenge for you to upgrade your skills in a sustained effort. Answer all questions in this section either orally or in writing, in the presence of your immediate supervisor. The supervisor will certify your qualification based on the accuracy of your answers and your proven knowledge concerning subject matter. If you fail to qualify during this period, obtain additional training until you achieve full qualification.

B. QUESTIONS

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div. Officer	Date
1. Who evaluates the performance of personnel using the IBS Program to ensure they use it efficiently and accurately in all aspects of functional processing.	_____	_____	_____	_____
2. Which individual is responsible for obtaining data extracts from SUADPS-RT (mini-BMF) for use in IBS program processing?	_____	_____	_____	_____
3. Who is responsible for distributing the reports that IBS generates?	_____	_____	_____	_____
4. Which option from the IBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes?	_____	_____	_____	_____
5. The IBS Program allows you to recreate databases that have corrupt data as well as to repack the data within them. True or False (circle one)	_____	_____	_____	_____
6. Which report lists all operators that have access to the system and the functions they accomplish?	_____	_____	_____	_____
7. What options does the On-line Help Function of the IBS program provide?	_____	_____	_____	_____
8. What options does the Help Option provide when a dialog box appears?	_____	_____	_____	_____

B. QUESTIONS (CON'T)

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div. Officer	Date
9. What type of bar-code reader does the IBS program use to gather data for inventory, location audit, receipt, consolidation, and relocation processing?	_____	_____	_____	_____
10. Who is responsible for scanner management?	_____	_____	_____	_____
11. What actions must the IBS Coordinator complete before turning scanners over to processing personnel?	_____	_____	_____	_____
12. Before beginning to process receipt documents, what action must you accomplish on the system?	_____	_____	_____	_____
13. How many days after processing transactions will the IBS program purge the Backup Extract File?	_____	_____	_____	_____

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C. ANSWERS

1. IBS or site coordinator.
2. IBS or site coordinator.
3. IBS or site coordinator.
4. Sys Admin.
5. True.
6. IBS log.
7. Contents, Calculator, Calendar, and About.
8. Contents, Search, Back, and History.
9. INTERMEC 9440 Scanner Reader.
10. IBS or site coordinator.
11. a. Ensure no records remain on scanners,
    b. Check date and time data,
    c. Configure scanners for processing.
12. Establish receipt control data.
13. 90 days.

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IA: RIP MANAGEMENT

HANDS-ON SKILL DEVELOPMENT SECTION 4

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

SECTION 4: HANDS-ON SKILLS DEVELOPMENT

A. INTRODUCTION

1. General. You must complete this section (mandatory for all candidates) to receive certification as fully qualified to accomplish the specific occupational functions that an IBS or site coordinator requires in RIP management and processing. Complete all actions in this section in writing, orally, or by actual demonstration. The monitoring official must ensure that you are indeed functionally qualified.

2. References.

a. COMNAVAIRLANT/COMNAVAIRPACINST 4440.1 (series), Chapters 4 and 10;
b. SUADPS-RT Support Procedures, Volume III, Chapter 4;
c. NAVSUP P-567, Chapter 3, Appendices 5 and 7.

B. OCCUPATIONAL SKILL REQUIREMENTS

		Certified By:			
		Supervisor	**Date**	**Div. LCPO/ Div.Officer**	**Date**
1.	Explain and demonstrate the step-by-step procedures that the following processes require:				
	a. Establish and change system configuration,	_____	_____	_____	_____
	b. Establish and change control data,	_____	_____	_____	_____
	c. Establish and change system passwords.	_____	_____	_____	_____
2.	Explain the basic day-to-day maintenance procedures that shipboard scanners require to remain in good working order.	_____	_____	_____	_____
3.	Demonstrate the procedures necessary to ensure scanners are ready for processing if they have *no data on file*.	_____	_____	_____	_____
4.	Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data not yet transferred*.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div.Officer	Date
5.	Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data transferred but not erased*.	_____	_____	_____	_____
6.	Demonstrate the procedures necessary to ensure scanners are ready for processing if the *data transfer is questionable*.	_____	_____	_____	_____
7.	Describe and demonstrate the procedures necessary to program a scanner for RIP processing.	_____	_____	_____	_____
8.	Describe and demonstrate the step-by-step procedures necessary to view receipt records on file.	_____	_____	_____	_____
9.	Discuss in detail the topics you need to cover in a general briefing before beginning any receipt management tasking or work.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div.Officer	Date
10.	Describe the options available for each of the following functions:				
	a. Enter Receipt RIP Data for Stock Material Using the PC,	_____	_____	_____	_____
	b. Enter Receipt RIP Data for DTO Material That Does Not Require POD Processing Using the PC,	_____	_____	_____	_____
	c. Enter Receipt RIP Data for DTO Material That Requires POD Processing Using the PC,	_____	_____	_____	_____
	d. Edit Stock and DTO Receipt RIP Data Using the PC,	_____	_____	_____	_____
	e. Prepare scanners for receipt processing,	_____	_____	_____	_____
	f. Transfer Data From Scanners.	_____	_____	_____	_____
11.	Briefly describe the Remote Receipt Data Utilities Function and the processes it provides.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div.Officer	Date
12.	Discuss the procedures necessary for the following functions:				
	a. Print Reports for All Records Processed at a Remote Site,	_____	_____	_____	_____
	b. Transfer Receipt Data From a Remote-site PC to a Floppy Diskette,	_____	_____	_____	_____
	c. Transfer Receipt Data From a Floppy Diskette to a Normal-site PC,	_____	_____	_____	_____
	d. Repeat the Transfer of Records From a Remote-site PC to a Floppy Diskette,	_____	_____	_____	_____
	e. Transfer Receipt Data From UNREP to a Normal-site PC,	_____	_____	_____	_____
	f. Produce Shipping Differences Report,	_____	_____	_____	_____
	g. Produce RIP Management Reports,	_____	_____	_____	_____
	h. Generate Bar-code Labels.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div.Officer**	**Date**
13. Discuss the procedures necessary to generate, analyze, distribute, correct, and manage the following reports:				
(a) Remote RIP Processing Reports,	_____	_____	_____	_____
(b) Scanner RIP Processing Reports,	_____	_____	_____	_____
(c) Receipt-still-in-process Reports,	_____	_____	_____	_____
(d) Shipment Differences Reports.	_____	_____	_____	_____

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IA: RIP MANAGEMENT

TYCOM SEMINARS AND WORKSHOPS
SECTION 5

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

SECTION 5: TYCOM SEMINARS AND WORKSHOPS

1. Introduction. A key element in your progress for qualifying in RIP management and processing is your attendance at seminars and workshops that the type commander sponsors. CNAL Management Training and Assistance Team (MTAT) personnel usually provide this type of formal training in Building V-88 at the Norfolk Naval Air Station. They provide a Seminar and Workshop Schedule to all activities annually through regular distribution channels and in the SUADPS Update Newsletter.

2. Minimum Requirements. The following is a list of seminars and workshops that we recommend you take towards qualification in this area:

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div.Officer**	**Date**
a. Basic SUADPS-RT Seminar,	_____	_____	_____	_____
b. Mid-level Management Seminar,	_____	_____	_____	_____
c. Material Division Management Workshop	_____	_____	_____	_____
d. IBS Hands-on Workshop	_____	_____	_____	_____
e. IBS Management Seminar	_____	_____	_____	_____
f. IBS Version 4.0 Seminar	_____	_____	_____	_____

These seminars and workshops appear in the sequence that is most advantageous to your professional development.

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

FUNCTIONAL DESK GUIDE
SECTION 6

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

SECTION 6: FUNCTIONAL DESK GUIDE

1. Introduction. Attached to this cover sheet is the desk guide that provides comprehensive information and detailed procedures that will help you operate in your new position. This desk guide is the following: RIP Management Procedures for the IBS Coordinator (FG - B1.7). After you successfully complete your studies and earn full qualification, you will have a mature understanding of RIP-management responsibilities in supporting the war-fighting capability of the ship. To help you continue in a successful mode should you enter new areas or encounter problems with which you are unfamiliar, this desk guide will be very handy.

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RIP MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR FUNCTIONAL DESK GUIDE

FG-B1.7

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

CNALMTATPUB
IBSFDG - 010
REV: SEPT 00

RIP MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR FUNCTIONAL DESK GUIDE FG-B1.7

Table of Contents

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RIP MANAGEMENT PROCEDURES

FOR THE IBS COORDINATOR

A. INTRODUCTION

1. General.

a. Advantages. The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

(1) Improvement in supply effectiveness,

(2) Improvement in repairables management,

(3) Reduction in the number of redistributable assets on board (RAB),

(4) Reduction in the number of redistributable assets on order (RAO),

(5) Reduction in the number of deficiencies to requisitioning objectives (def-to-RO),

(6) Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intra-fleet Supply Support Operations Team (ISSOT) Program.

b. Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

(1) On the ship - financial supervisors and personnel in the Stock Control Division,

(2) At the type commander - AV-207 inventory and financial managers and the Comptroller,

(3) At the Defense Finance and Accounting Service (DFAS) - inventory and financial managers.

2. System Administration.

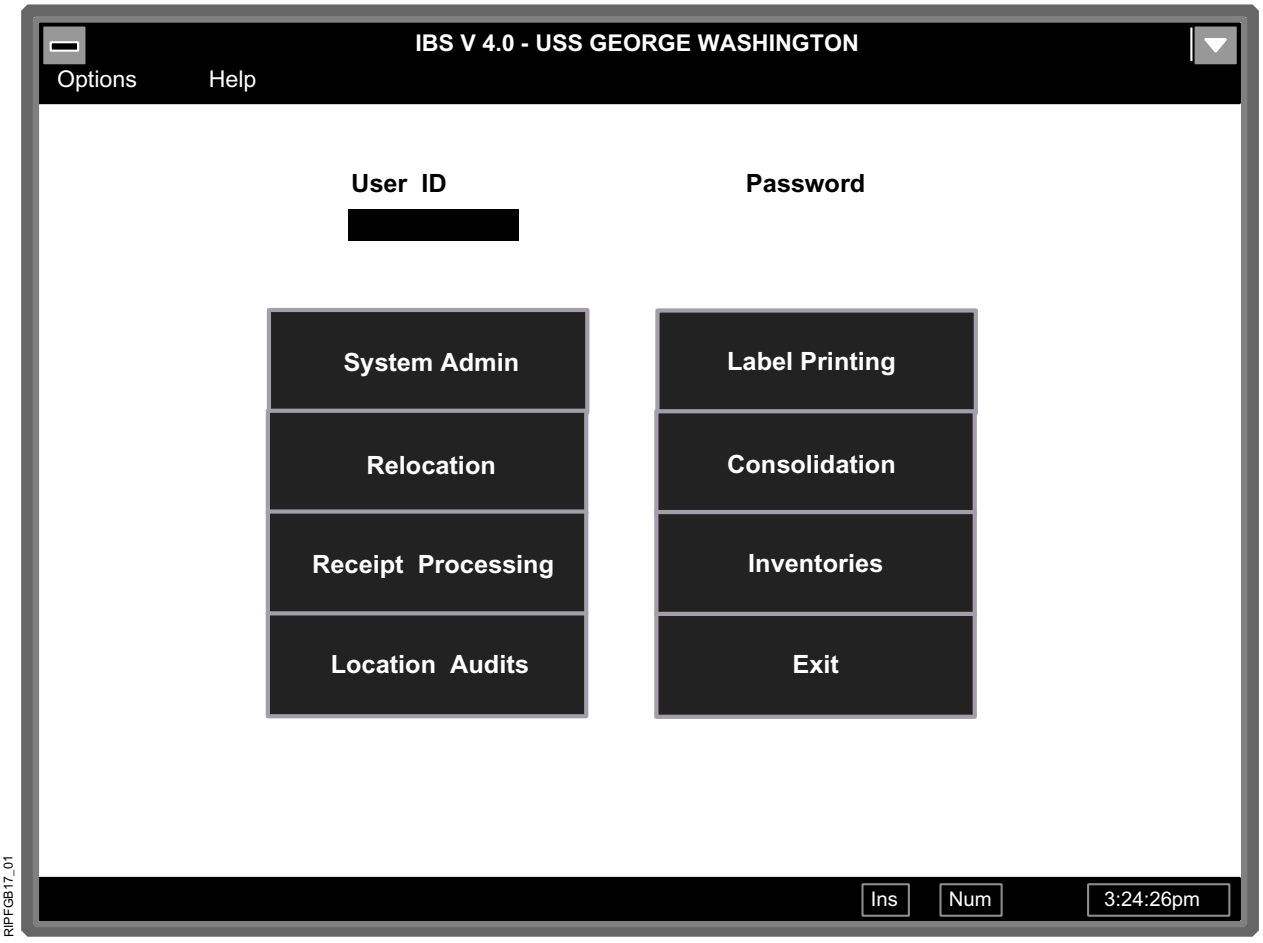


Figure 1

The System Administration (Sys Admin) Option on the IBS Main Menu Screen (Figure 1) allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

a. Inventory processing;
b. Q-COSAL and system-administration functions;
c. Receipt processing;
d. Producing bar-code labels;
e. Relocation, location-audit, and consolidation functions.

3. Site Setup. The System Administration Function has the Site Setup Option that allows you to select the following control data:

a. Site Name. This data field consists of the name of your ship or unit and, if applicable, the ship's class and hull number. It may consist of a maximum of 25 alphabetic and numeric characters. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

b. Site Service Code. This data field is a one-character figure that identifies the fleet that has cognizance over the site. Enter V for Atlantic Fleet units, R for Pacific Fleet units, and N for shore activities. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

c. Site UIC. This data field is a five-digit numeric code that identifies the unit identification code (UIC) that functions as the accounting number for your ship or unit. The system then will use this information for validation purposes when it processes receipts and executes other types of IBS functions.

d. Site Routing ID. This data field is a unique three-digit, alphabetic-numeric code that represents the address of an activity.

e. Forced Receipt Days. This data field is a numeric figure that ship or unit personnel assign based on TYCOM guidelines. It determines how many days may pass before the IBS Program arbitrarily completes (forces into SUADPS-RT) the following;

(1) Stow transactions that do not have corresponding RIP transactions on file,
(2) RIP or stow transactions that have only a partial match.

f. Data Purge Days. This data field contains a value (in number of days) after which the system will remove data from processes that you already completed or canceled. If you do not enter a value, the system defaults to a value of 90 days.

g. DTO POD Indicator.

(1) General. This data field allows you to set the Proof of Delivery (POD) Indicator in the Receipt Control Data Maintenance File for the following document-number series:

(a) G_ _ _ for not-mission-capable supply (NMCS) and partial-mission-capable supply (PMCS) items,

(b) GB_ _ for Broad-Arrow items,

(c) D_ _ _ or Y_ _ _ for awaiting-parts (AWP) requirements,

(d) W_ _ _ for casualty-report (CASREP) material.

The POD indicator will prevent the receipt-in-process (RIP) record in IBS from automatically creating a DI X71. It also will establish an audit trail for incoming DTO exception categories.

(2) Procedures.

(a) To add or modify a POD indicator, select the PODs on DTOs Option. Set the POD indicator by entering a specific cognizance (COG) symbol or either a single- or two-position DTO serial number. Then, select the Add Option to complete the processing.

(b) To delete a POD indicator, select the particular POD indicator you wish to delete. Then, select the Delete Option.

h. Remote Site Indicator. This data field allows you to select a PC for use as a remote- or normal-site processor. The PC in S-8 will have a direct connection to the Host and thus will have a "normal-site" processing configuration. (Onboard aircraft carriers, configure the systems in both S-6 and S-8 divisions for normal-site processing and all others for remote-site processing. This allows personnel in both aviation and material divisions to have direct access to SUADPS-RT.) To set this indicator, select the Remote Site Option and then the Update Option.

i. Supported UIC Indicator. This data field contains five-digit numeric codes that identify the units your activity supports. These are units for which your activity processes receipt documents. There is no limit to the number of unit identification codes you can enter.

(1) To add a UIC, select the Supported UIC Option. Then, enter the UIC you wish to add in the UIC Data Field and select the Add Option to input it to the database.

(2) To delete a supported UIC, select the Supported UIC Option. Select the UIC you wish to delete from those on the screen and then select the Delete Option to remove it from the database.

j. Process X72s. When you select this option, the IBS Program sends receipt-in-process transactions (DI X72) to SUADPS-RT. Select this option only if you need to send RIP data to SUADPS-RT. If you do not select this option, the DI X72 transaction will remain on the PC. To set this indicator, select the X72 Option and then the Update Option to input it to the database. This process is part of configuring an activity's system for the IBS Program.

4. Common Options. The IBS Program provides the following options on most selection screens:

a. Add. This option allows you to add a record to the file.

b. Cancel. This option allows you to abort a process.

c. Delete. This option allows you to remove a record from file.

d. Done. This option allows you to exit from a process.

e. First. This option allows you to access the first record on file.

f. Help. This option allows you to access the On-line Help Screen.

g. Last. This option allows you to access the last record on file.

h. Next. This option allows you to access the record that is on file immediately after the one on the screen.

i. OK. This option allows you to enter data to a file or to continue a process.

j. **Previous.** This option allows you to access the record that is on file just before the one on the screen.

k. **Print.** This option allows you to print a report.

l. **Update.** This option allows you to enter a change or modification to a record already on file.

5. Help Function. The IBS Program has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

a. **Contents.** This option shows all the data that relates to the active module that is available through the On-line Help Function. You can scroll through the data and locate the particular information you wish. (An alternative to selecting the Help Option is to press function key F1 to accomplish the same process.)

b. **Calculator.** This option provides the same functions as a standard calculator.

c. **Calendar.** This option provides 12-month calendars for current, previous, and future years. This is a very useful tool that allows you to schedule weekly, monthly, and yearly run processes on the calendar. Entries on the calendar serve as a reminder to you and assist others in identifying runs you require.

d. **About.** This option provides information about the development of the IBS Program. When a dialog box appears with a Help Option, select it or press function key F1 to view specific information about the dialog box. The selections near the top of the Help Window can help you locate information you desire. Brief descriptions of the options available are as follows:

(1) **Contents.** This option shows a list of help topics available for the active module. (It functions in the same manner as the Contents Option in the previous subparagraph.)

(2) **Search.** When you select this option, a dialog box appears that allows you to specify a topic for the system to locate.

(3) **Back.** This option allows you to return to the previous topic.

(4) **History.** This option shows a chronological list of all help topics you viewed during the current “Windows” session.

6. Scanner Management. The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to inventory, location-audit, receiving, and relocation processing modules of the Integrated Barcode System (IBS). It also prevents the loss of the information in these through hand-to-hand shuffling. In the receiving process, for instance, a scanner can collect information you require without the necessity of having to pull the shipping document from the material. The scanner also eliminates the vast number of hours that personnel previously expended in manually processing receipt documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly.

7. Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a. Laser Gun or Pencil Wand. Attach a laser-gun reader or a pencil-wand assembly to the scanner (both devices interpret bar-code labels on material, locations, and receipt documents). Each plugs into the 9440 Laser Interface Module (LIM). You do not need to disconnect them to transfer data to or from a PC. Carefully clean the lens on the bar-code pencil wand with a tissue or soft cloth as it is very fragile. A clean lens will read a bar-code label more efficiently than a dirty one. A cracked lens will not read a bar-code label. In short, both the laser gun and the pencil wand are delicate instruments that require constant maintenance and careful handling to provide a trouble-free operation.

b. Computer Chip. This chip allows an INTERMEC scanner reader to gather inventory, location-audit, receipt, and relocation data from bar-code labels. In the event there is no label, you can manually enter data using the keypad on the scanner.

c. Upload and Download Cable. This is a special cable that allows you to establish communications between the scanner and a personal computer (PC). First, connect the cable to the plug connection on the INTERMEC 9440 Scanner Reader and then to the communication's port (comport) on the back of the PC.

d. Battery Pack. The INTERMEC scanner reader uses rechargeable batteries in a battery pack to accomplish all processing. A nickel-cadmium (NiCad) battery pack with a full charge supplies 750 hours of power to the reader.

e. Battery Charger. The HM Electronics System 90 Multi-station Battery Charger is very useful in helping you keep a full charge on rechargeable batteries. This charger has charging slots for one, three, or six rechargeable batteries. This module allows you to check your batteries and determine whether they are defective or not. The other slots are the standard charge and discharge slots (similar to the current INTERMEC 40Z charging stations).

(1) Charger Plus Option. This option allows you to charge five batteries at once, while analyzing and conditioning a sixth battery. Notice that the analyzer-and-conditioner station also has the capability of charging or discharging batteries only if that is all you need. The conditioning option of the charger will restore the capacity of the NiCad battery packs by charging and discharging them three times quickly. The charging system will detect within 15 minutes a battery pack that fails to charge for any of various reasons (cell reversals or short circuits). Oftentimes, just using the standard discharge option will correct a fault.

(2) Source of Supply. Contact COMNAVAIRLANT N412C6 for guidance on all maintenance and procurement actions related to INTERMEC equipment.

f. Internal Battery. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining internal batteries.

g. Bar-code Label Printer. This program has the capability to use any of the following printers to produce bar-code labels:

(1) IMTEC Bar-code Printer,
(2) ELTRON Bar-code Printer,
(3) KYOCERA Laser Printer,
(4) INTERMEC 4100 Bar-code Printer,
(5) Codewriter 5106 Bar-code Printer,
(6) Codewriter 4102 Bar-code Printer (from the scanner only).

NOTE: Contact CNAL MTAT personnel for additional instructions if your printer does not appear on this list.

h. Bar-code Label Printer Supplies. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining supplies.

FUNCTION KEYS- F1 through F8 initiate or carry out specific operations depending upon the area of IBS being utilized.

Examples:

F1 - Displays Help Screen.

F2 - Starts Search Mode.

F3 - Changes the volume (S = soft, M = medium, and L = loud)

F4 - Skips or adds records.

F5 - Not applicable in

IBS Version 4.0.

F6 - Moves a record forward in Review Mode.

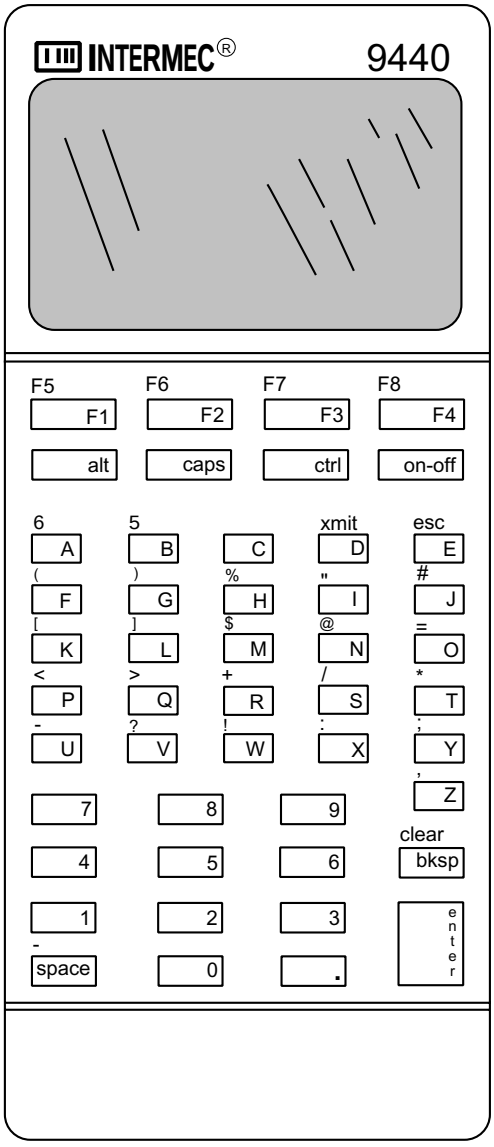
F7 - Moves a record backward in Review Mode.

F8 - Deletes records.

OTHER KEYS -

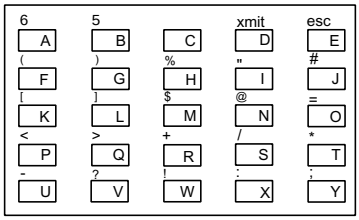
ALT - Shifts function of keyboard to upper case and lower case.

N - Responds "NO" to questions asked by system.



ON/OFF - Shuts the INTERMEC 9440 off; when pressed again, it will return the 9440 to the last screen displayed when shut off.

A through Z - Keys in standard alphabetic characters.



Y - Responds "YES" to questions asked by the system.

BKSP - Deletes characters or clears fields.

ENTER - Causes 9440 to accept data during entry.

0 through 9 - Keys in standard numeric characters.

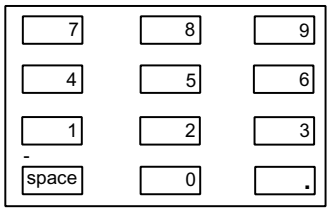


Figure 2

8. Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader (Figure 2) consists of two sections. The first section contains alphabetic keys, and the second section contains dual-function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual-function keys into different function modes.

9. Scanner Main-menu Options. There are two screens for the scanner's main menu as follows:

a. The first screen includes the following options;

(1) Press numeric key 1 to select the Inventory Option,

(2) Press numeric key 2 to select the Location Audit Option,

(3) Press numeric key 3 to select the Receiving Option,

(4) Press numeric key 4 to select the Next Page Option;

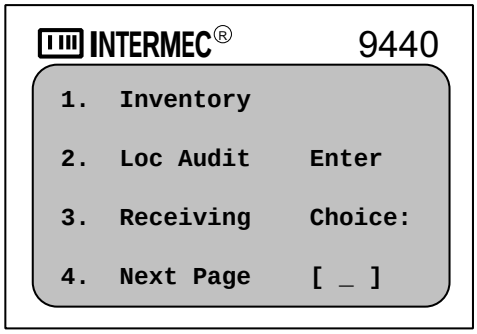


Figure 3

b. The following options appear on the second screen of the main menu;

(1) Press numeric key 5 to select the Relocation Option,

(2) Press numeric key 6 to select the Transfer Option,

(3) Press numeric key 7 to select the System Administration Option,

(4) Press function key F1 to select the Help Option.

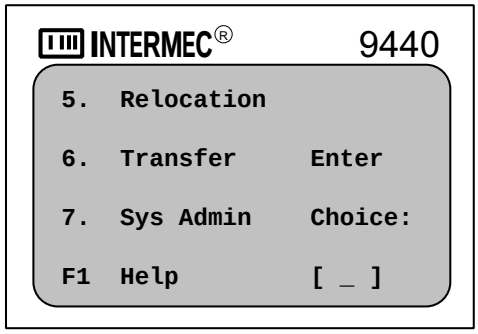


Figure 4

10. Low-battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

11. SUADPS-RT Interface. You cannot transfer inventory, location-audit, receiving, or relocation information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location during a location-audit or relocation process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction (add or delete) for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

12. Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

13. User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

14. Scanner Number. This number (from 1 to 40) appears on a tag that is on the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two scanner readers with the same number until you process information from one of them by way of an update.

15. Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

a. Ensure no records remain on the scanners,
b. Check date and time data (using the SysAdmin Function on the scanner).

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions you will require depends on the status or condition of each individual scanner. The type of processing you complete also determines what steps will be necessary.

16. Bar-code Function. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and to add other records.

17. Data Management.

a. General. As a data-management tool, the IBS Program uses bar-code technology to facilitate the following:

(1) Conducting inventory and location-audit processes,
(2) Processing receipts,
(3) Executing quality-assurance audits.

b. Objectives. Inventory-control and related procedures in this section have the following objectives:

(1) Ensure the accuracy of information in the Basic Material File;

(2) Provide an in-depth analysis of IBS inventory reports for more effective stock management;

(3) Present methods for effective management of inventory requirements, adjustments, and related functions.

c. Benefits. Through continual use, the IBS Program offers various benefits that include the following:

(1) Minimizes the number of work-hours spent on processing functions using labor-intensive, nonmechanized procedures;

(2) Eliminates inefficient manual-count methods;

(3) Serves as a valuable tool for on-board inventory and stock location validity improvement programs;

(4) Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

(5) Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

(6) Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

(7) Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

(a) Spot Inventory Aids List,

(b) Suspense Listing,

(c) Material-obligation-validation (MOV) processing for stock and direct turn-over (DTO) material;

(8) Reduces the workload in the Stock Control Division by accomplishing up-front validation and error correction;

(9) Enhances causative-research procedures;

(10) Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

18. RIP Processing.

a. General. The receiving process includes the identification and stowage of material that you previously requisitioned. In addition, it includes recording all these actions. More than anything else, a breakdown in receipt- processing procedures has a greater negative impact on whether personnel in the Supply Department can execute taskings. This section describes actions that are necessary for effective receipt management, defines programs related to IBS, and presents an overview of the receipt-transaction process. Additionally, it describes the management tools and supervisory audits you need to effectively manage receipt-processing functions. It explains as well the relationship between receipt processing, supervisory audits, and key performance indicators. Effective management of the IBS Receiving Function involves the following:

(1) Ensuring that personnel process stock material they received through the Receipt-in-process (RIP) Function of the IBS Program.

(2) Ensuring the following;

(a) That personnel record DTO material they received into receipt files,

(b) That they distribute material promptly and to the correct customer,

(c) That the receipt document accurately reflects the actual quantity they received.

b. File Utilities Function. The primary purpose of the IBS Program is to record data utilizing INTERMEC 9440 scanner readers. However, when necessary, you can enter data directly to a PC with configuration for IBS processing by using the File Utilities Function. The processes available within this function are as follows:

(1) Input stock receipt and stow data,
(2) Input DTO receipt data,
(3) Input receipt data for DTO material that requires proof of delivery (POD),
(4) Maintain the Stock Receipt Master File.

c. Enter Stock Receipt Data to a PC. When personnel use this function to enter receipt data for stock material, they must accomplish the following actions to ensure accuracy:

(1) Pull a copy of the shipping document that comes with the material and record the receipt-in-process (RIP) transaction into the IBS Program,

(2) File the source document they used to enter data to the PC in the IBS RIP Pending File.

d. Enter DTO Receipt Data to a PC. When personnel receive DTO material on board, they should immediately separate it by department and division work center. Before turning it over to the customer, they also must accomplish the following actions:

(1) Process a receipt-in-process (RIP) transaction to record the receipt in the IBS Program. This procedure validates the document serial-number to ascertain whether it requires proof-of-delivery processing. Members of the receipt and stow team must be thoroughly familiar with which serial number series' require POD processing. This will help expedite the turn-over of DTO material.

(2) If the material does not require POD processing, personnel can consider the RIP transaction as complete once they enter it to the IBS Program. The system then generates a receipt transaction (DI X71) for extract processing to SUADPS-RT.

(3) If the material requires POD processing, RIP procedures will be the same as above except that the system generates a pending-receipt transaction (DI X72). Then, personnel must process the transaction through the Receipt Stow Function before they can consider it as complete.

19. Management and Analysis of IBS Reports. This process is the key to ensuring a successful receiving process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of processing. They provide both status data and images of the transactions that IBS processed. These reports will help you identify erroneous conditions and potentially weak areas.

B. RESPONSIBILITIES

1. IBS and Site Coordinators. These individuals should be senior enlisted personnel with an assignment as coordinators on a full-time basis. They must be thoroughly familiar with all aspects of shipboard supply and financial functions. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. Coordinators are the focal points for solving all problems that relate to the IBS Program.

2. Monitor IBS Team Performance. The IBS Coordinator must carefully review the performance of personnel using the IBS Program to ensure efficiency and accuracy in all facets of functional processing.

NOTE: Correct management practices equate to successful utilization of the IBS Program.

3. Obtain Data Extracts. Another coordinator responsibility involves obtaining extracts of data from SUADPS-RT files for processing in the IBS Program. This individual also must obtain extracts of data from the IBS Program for processing in SUADPS-RT.

4. Review and Distribute IBS Reports. The IBS Program generates various management reports whenever personnel execute inventory, location-audit, consolidation, relocation, and receipt-processing functions. The IBS Coordinator will distribute these reports to all managers and to the functional personnel that take part in each process. Each individual must review these reports to identify discrepancies. The reports also are useful as management tools that provide statistical data essential to the operation and administration of the Supply Department. The IBS Coordinator must, in the proper discharge of duties, review all reports that the IBS Program generates.

C. PREPARATION PROCEDURES

1. Conduct General Briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a. Scanner Control Point. This is the place where personnel accomplish the following;

(1) Pick up and turn in scanners,
(2) Obtain fresh batteries.

b. Site Supervisor. This is the individual that will accomplish the following;

(1) Assist personnel that have problems with scanners,
(2) Answer questions regarding processing procedures.

c. Types of Functions. Discuss the following;

(1) Location-audit processing,
(2) Inventories,
(3) Receipts in process,
(4) Material stowage,
(5) Consolidation,
(6) Relocation,
(7) Scanner transfers,
(8) Reviewing and clearing data.

d. Working Areas. Discuss the various areas you will use for storeroom, shipment, and receipt processing.

e. Training. Cover the following fundamental topics;

(1) Basic scanner functions;

(2) Procedures to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2. Establish System Configuration.

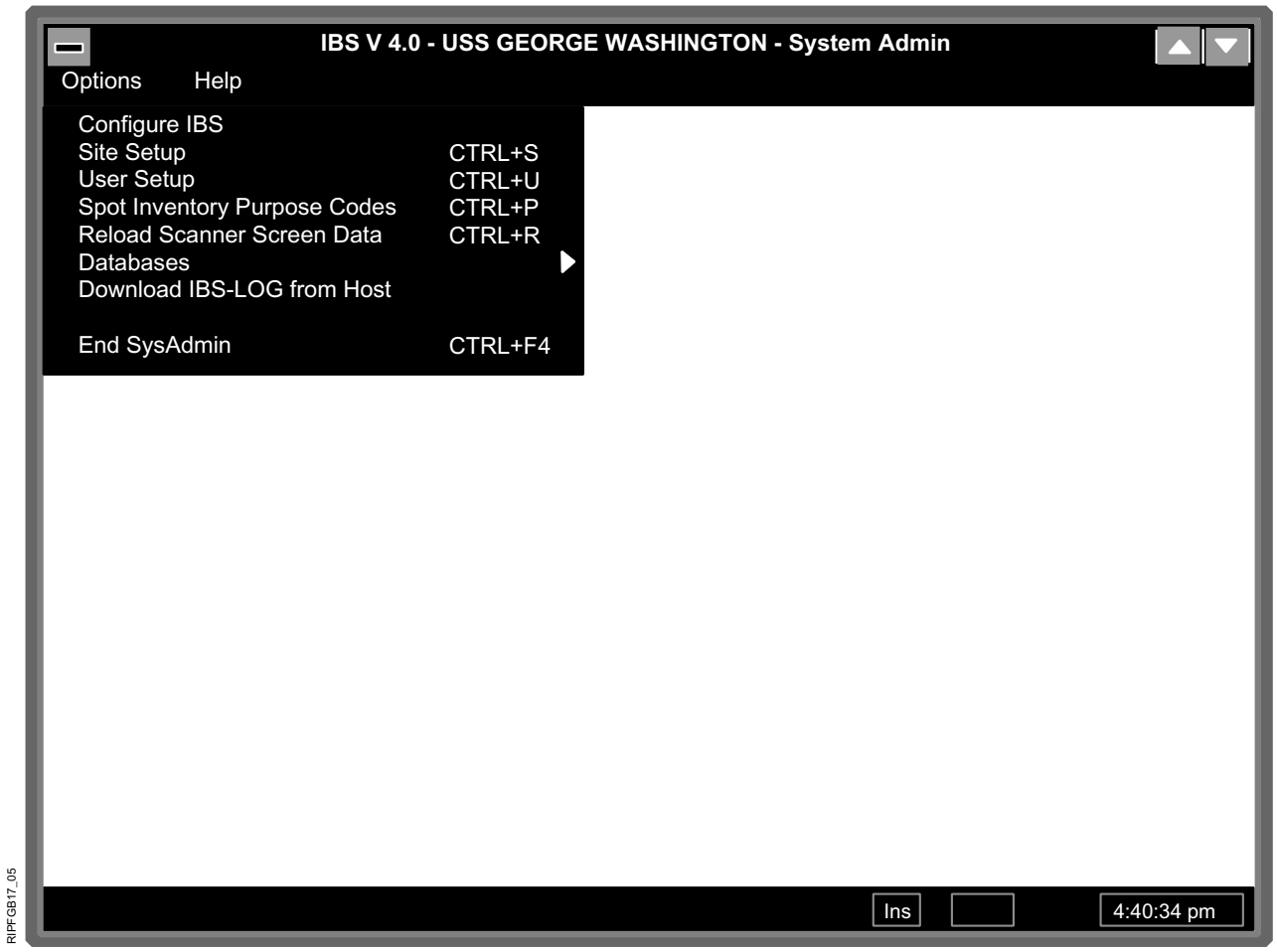


Figure 5

a. General. This function allows you to configure your system for the Integrated Barcode System (IBS) Program.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

Figure 6

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the System Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

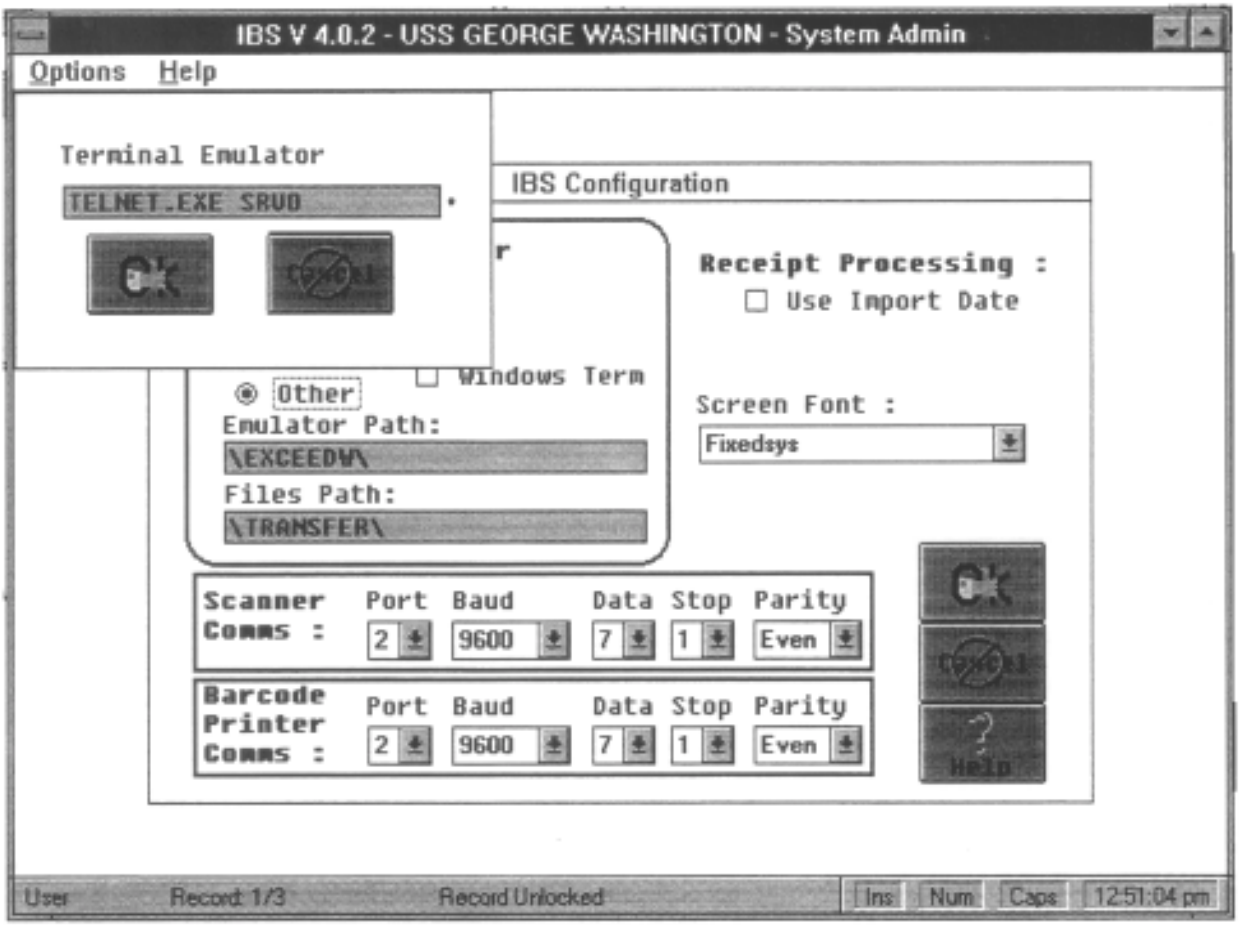


Figure 7

(7) Step 7. Select the Configure IBS Option from the Options Submenu.

(8) Step 8. Select the Other Option from those that appear in the Terminal Emulator Box.

NOTE: TELNET is the preferred terminal emulator for HP-750 (TAC-3) sites.

(9) Step 9. Enter TLENET.EXE SRVO in response to the prompt, then select the OK Option

(10) Step 10. Enter C:\EXCEEDW\ as the Emulator Path and ensure there is an X in the Windows Term Box.

NOTE: The term \TRANSFER\ will automatically appear in the Files Path. It will not allow modification.

(11) Step 11. Select the down arrow next to the Screen Font Data Block to view the fonts available to you. Select one of those fonts if you wish to change the default setting.

NOTE: The Fixedsys Option is the only acceptable choice for the screen font. Others will not always allow you to view data properly.

(12) Step 12. Use this same procedure to change the default settings for the Scanner Communications (comms) Data Block and the Barcode Printer Communications (comms) Data Block.

(13) Step 13. When you finish, select the OK Option to save your input. The system then returns to the System Administration Screen.

3. Establish Control Data.

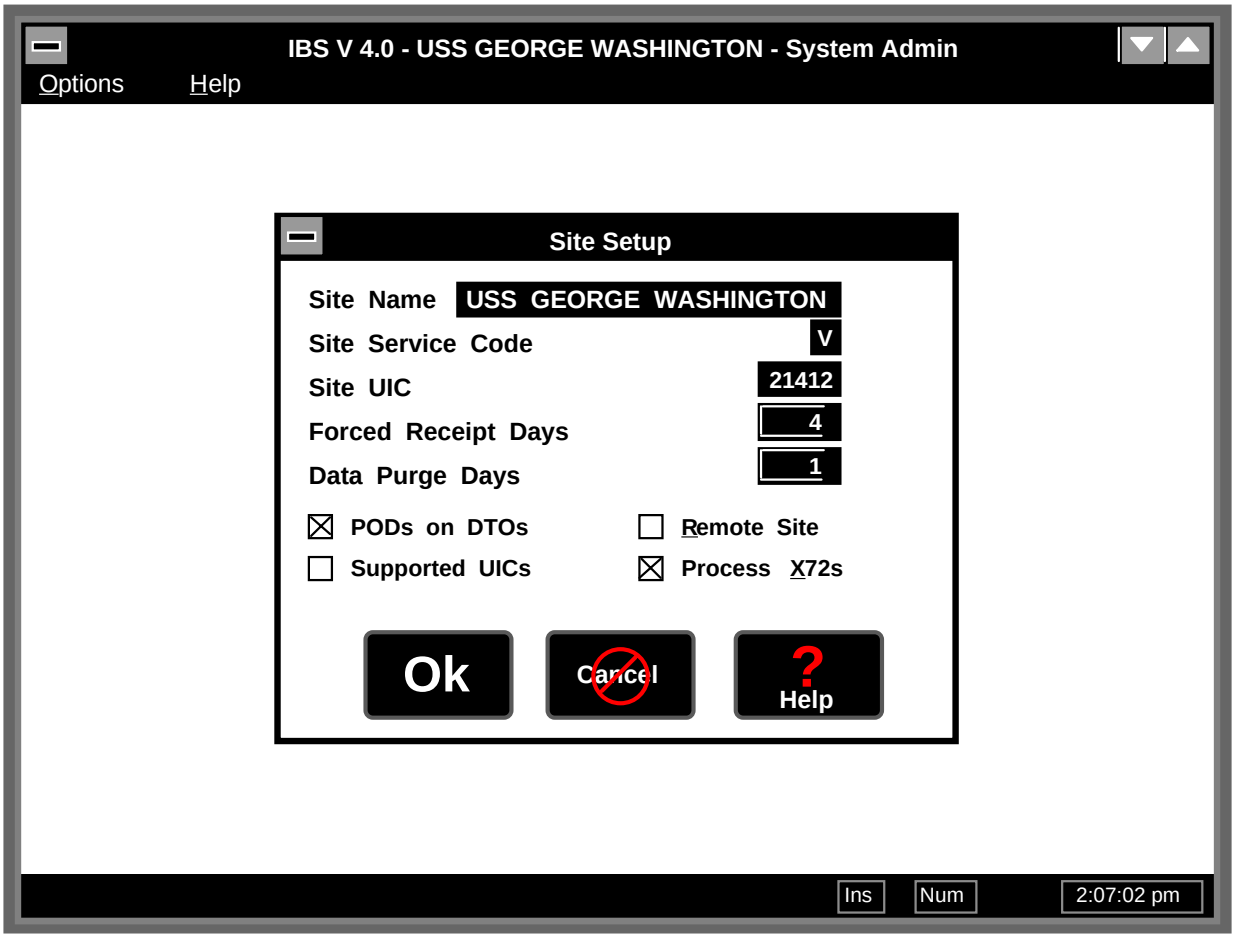


Figure 8

a. General. This function allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

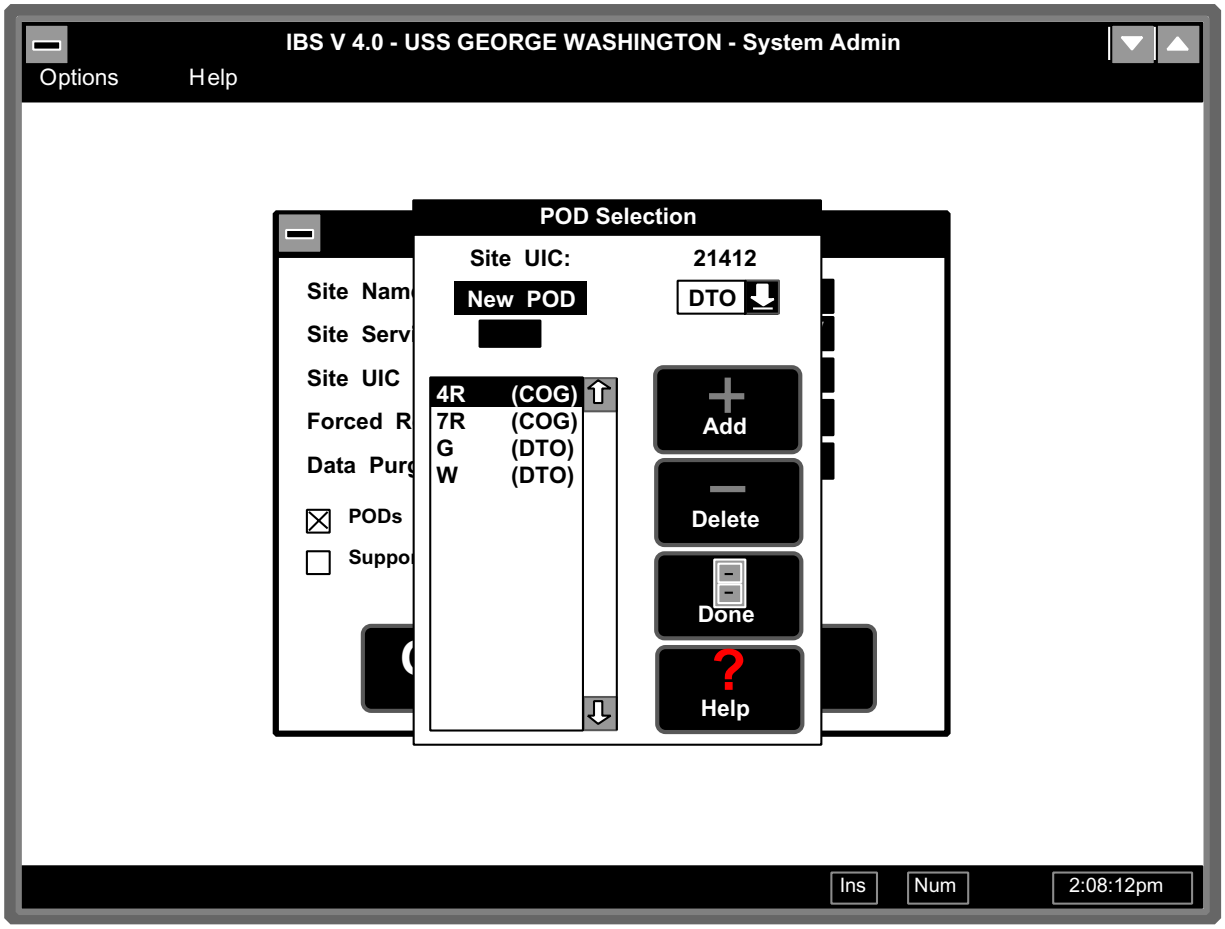


Figure 9

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

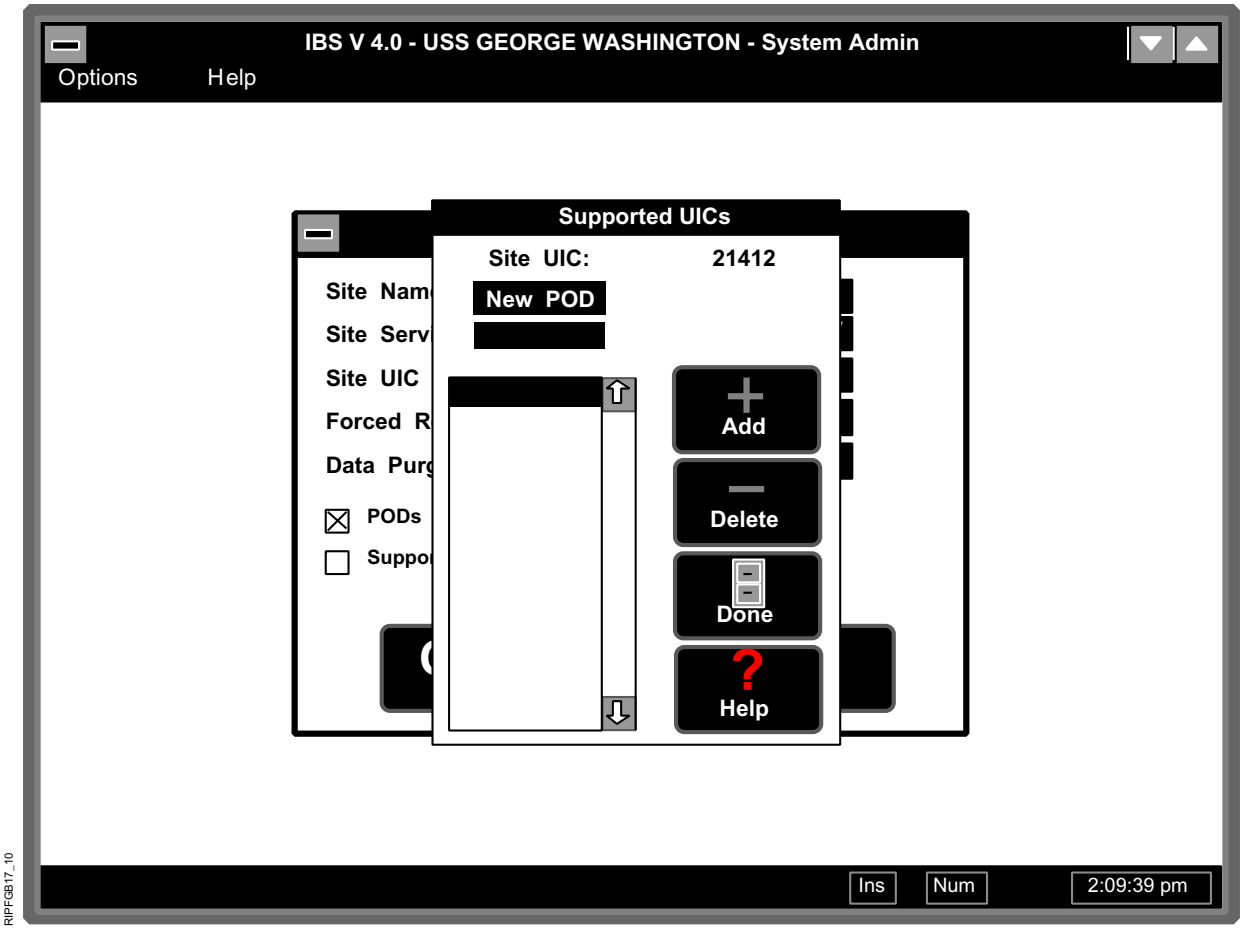


Figure 10

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Site Setup Option from the Options Submenu.

(8) Step 8. Enter the information you desire in the following data fields:

(a) Site Name,

(b) Site Service Code,

(c) Site UIC,

(d) Site Routing ID,

(e) Forced Receipt Days,

(f) Data Purge Days,

(g) DTO POD Indicator,

(h) Remote Site Indicator,

(i) Supported UIC Indicator,

(j) Process X72s.

(9) Step 9. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Screen.

(10) Step 10. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

4. Establish System Passwords.

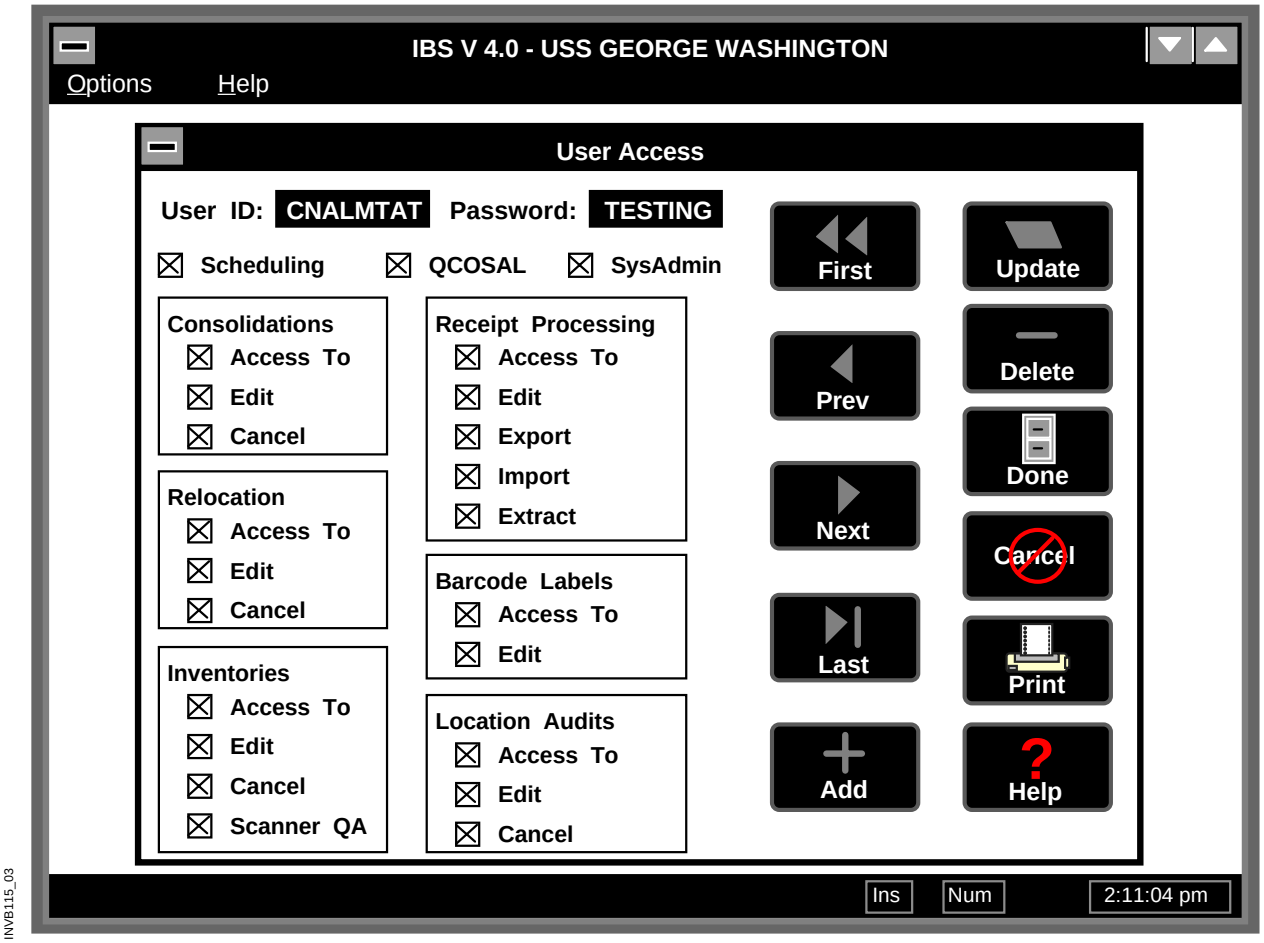


Figure 11

a. General. This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords.

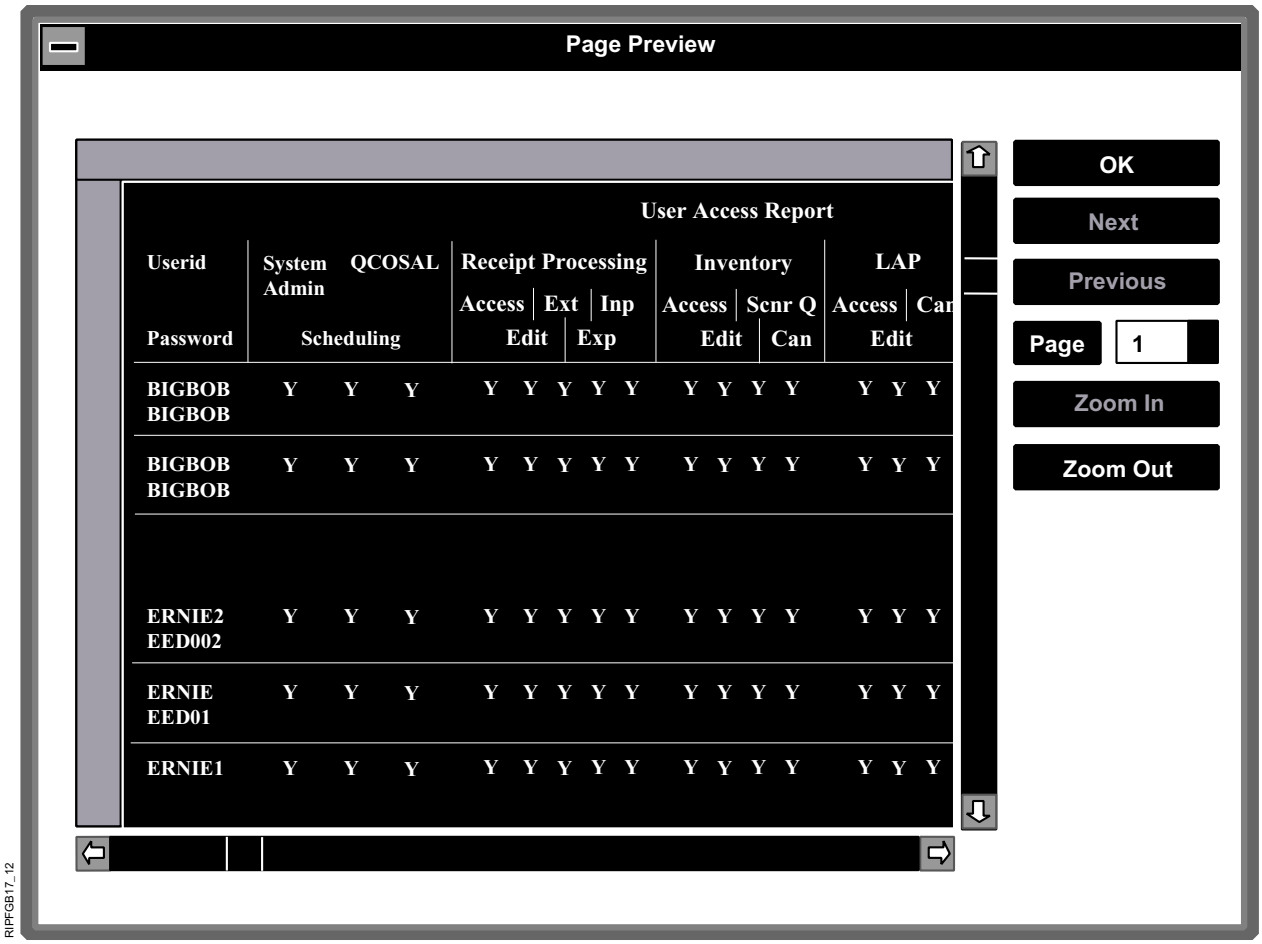


Figure 12

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the User Setup Option from the Options Submenu.

(8) Step 8. Select the Add Option and then type in the user ID code you wish to add. In addition, select the functions to which you wish that user ID to have access. The functions available are as follows:

(a) Scheduling,

(b) Q-COSAL,

(c) System Administration,

(d) Consolidation,

(e) Relocation,

(f) Inventories,

(g) Receipt Processing,

(h) Bar-code Labels,

(i) Location Audits.

NOTE: To modify the functions available to a particular individual, enter the particular code you wish to change in the User ID Data Field. Then, remove the selection from the functions to which you do not wish this person to have access. Finally, select the Update Option to input the changes to the database. To delete a particular code, enter the appropriate code in the User ID Data Field. Then, select the Delete Option to remove it from the database.

(9) Step 9. If you wish to print the user listing, select the Print Option.

(10) Step 10. The program then allows you to review the data on the screen. Ensure it is correct and then press the OK Option to continue.

NOTE: When you review the records, select the Zoom In Option to increase the size of the data on the screen. Then use the up or down and right or left arrow options on the screen to view the different data on the file. Use the Next, Previous, or Enter Page Number Option to move from page to page within the file.

(11) Step 11. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Menu Screen.

(12) Step 12. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

5. Transfer Screen Data to a Scanner.

a. General. The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Reload Scanner Screen Data Option from the Options Submenu after you connect the appropriate cable securely to both the scanner and the PC. The system immediately begins transferring the screen data.

6. Use the Databases Function.

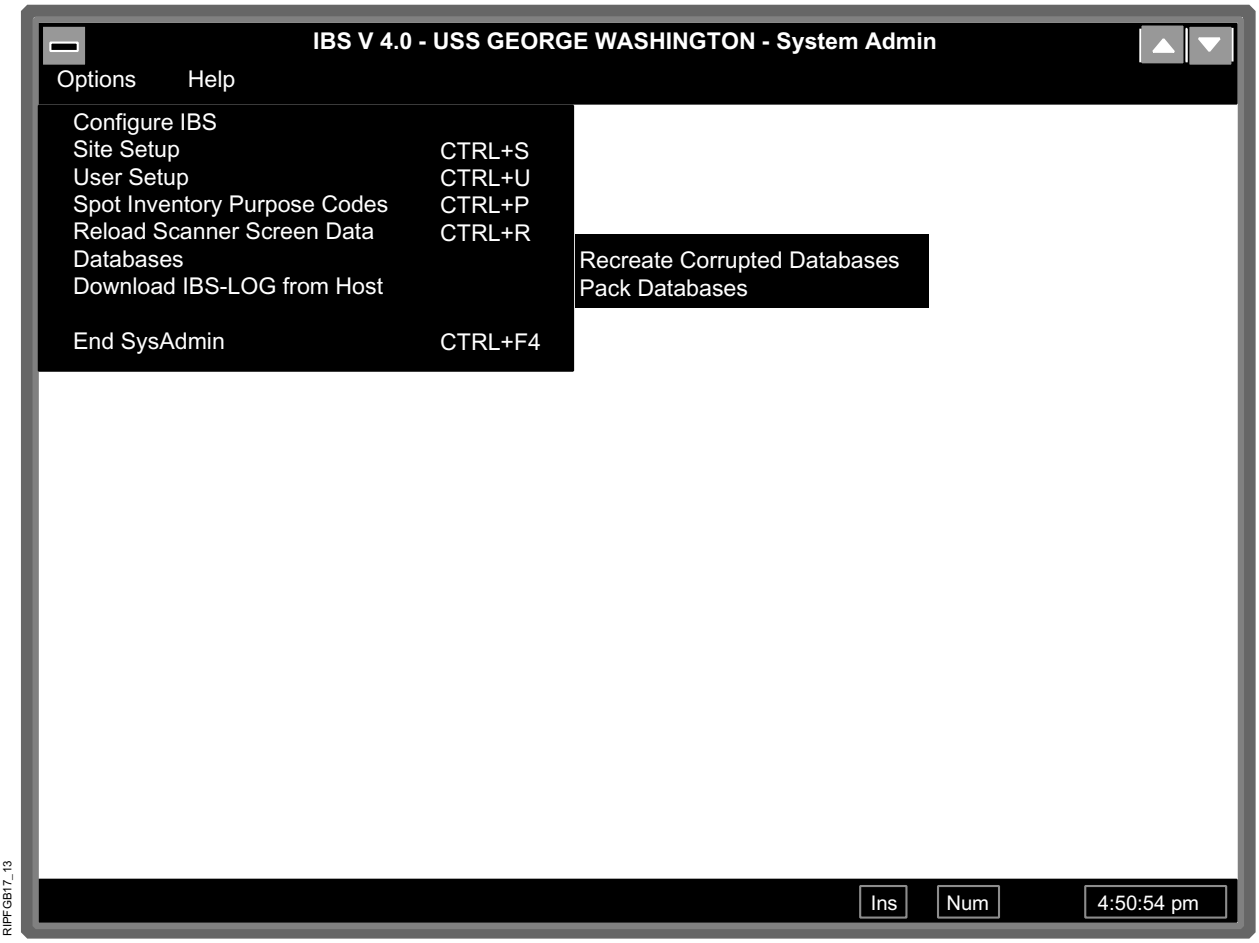


Figure 13

a. General. This function allows you to re-create databases that have corrupt data as well as to repack the data within them.

b Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Databases Option from the Options Submenu.

(8) Step 8. Select either the Recreate Corrupted Database or the Pack Databases Option. The system immediately proceeds to accomplish the tasking you select.

(9) Step 9. When the function you selected is complete, select the OK Option to continue. The system returns to the System Administration Menu Screen.

7. Print the IBS Log Report.

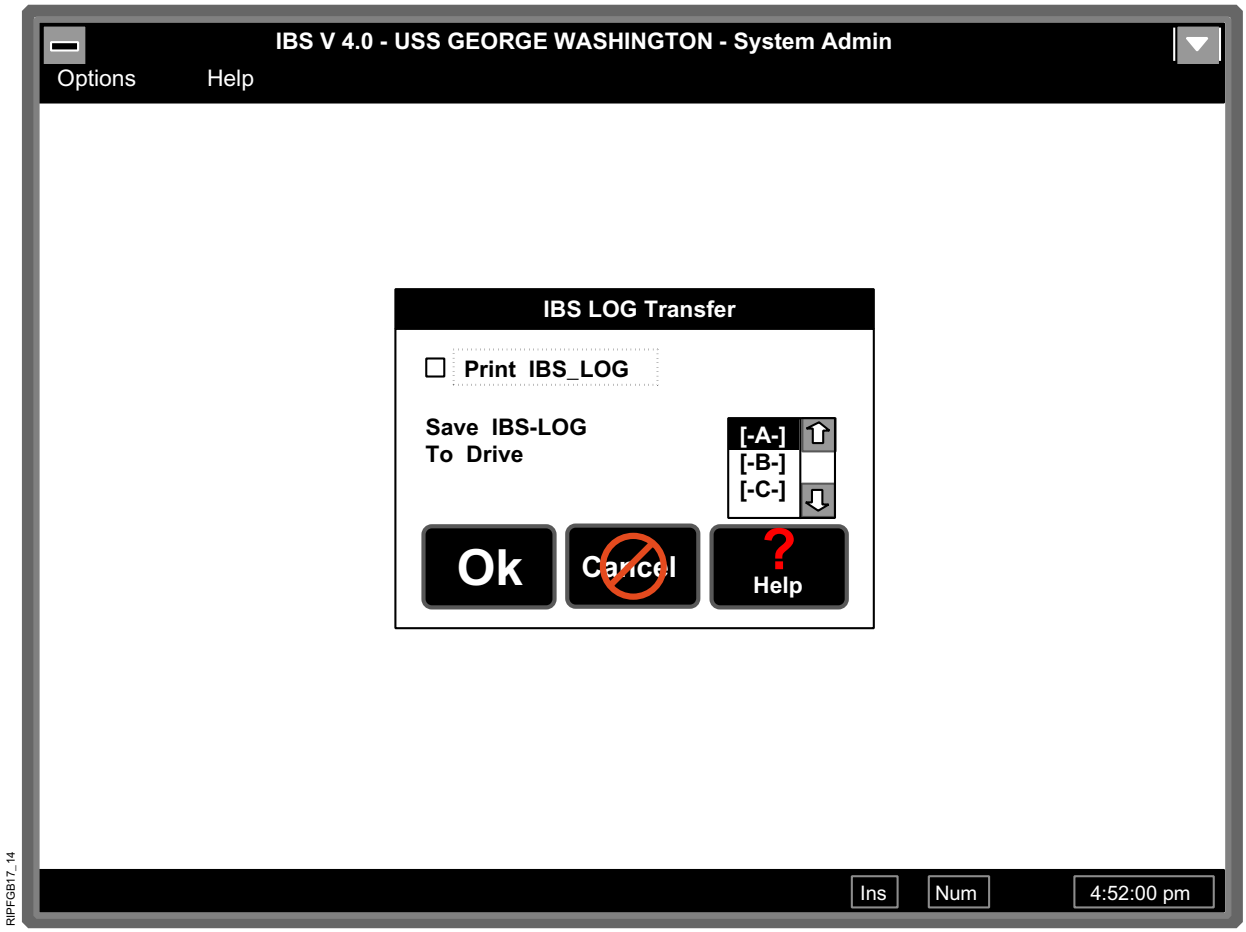


Figure 14

a. General. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

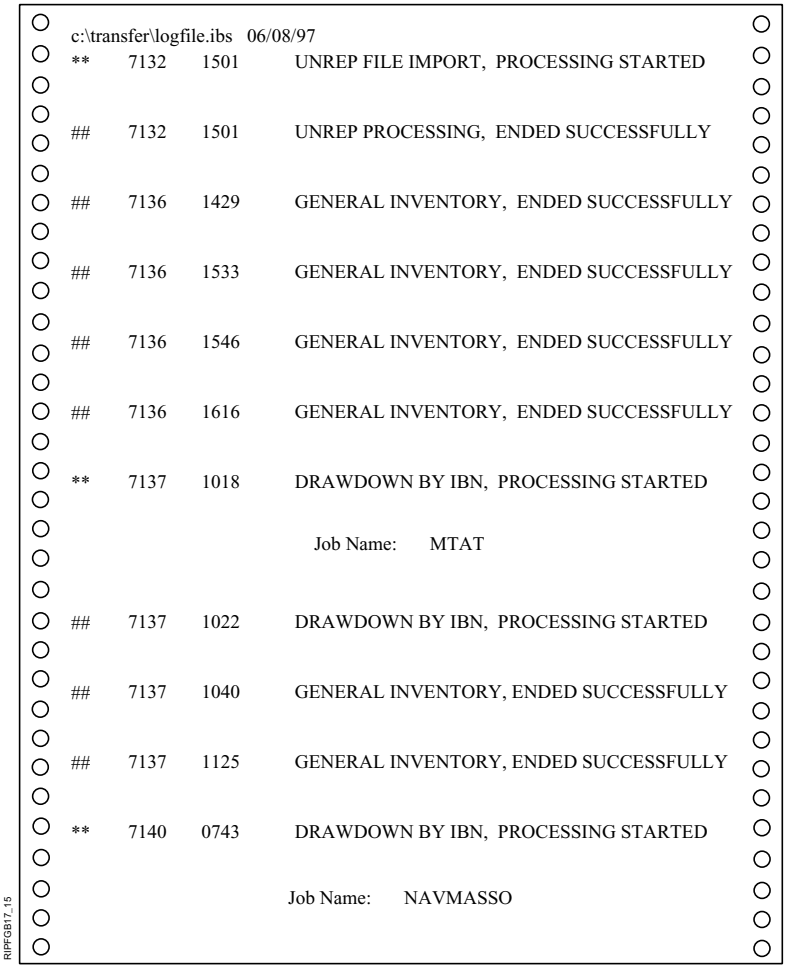


Figure 15

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Download IBS-Log From Host Option from the Options Submenu.

(8) Step 8. Select the Print IBS Log Option to continue.

(9) Step 9. Select the drive (from those that appear on the screen) to which you wish to save log data.

(10) Step 10. Select the OK Option to continue. After the printing process is complete, the system returns to the System Administration Menu Screen.

8. Check Scanners Before Using.

a. Conduct Routine Maintenance. The procedures for this process are as follows:

(1) Step 1. Provide a freshly charged battery for each scanner every day. Do not use the battery packs containing "double A" batteries. These are only for use when shipping defective scanners back to the type commander (TYCOM).

(2) Step 2. Use the scanner and recharge batteries in continuous cycles. That is, use it for 750 hours and then charge overnight. This cycle ensures the batteries remain at a safe level of operation. Do not recharge batteries for more than 14 hours at one time or you may damage the NiCad battery pack.

(3) Step 3. Ensure you remove the unit's battery pack and place it in the recharge unit after each use.

(4) Step 4. Press the discharge button once after inserting it in the charger.

(5) Step 5. Maintain the chargers in an area with limited access. (There is a tendency for ship's personnel to press the discharge button, mainly out of curiosity.)

(6) Step 6. Reset the battery chargers when there is a loss of ship's power. Do not store the scanners without the external battery pack. To do so causes a power drain on the scanner's internal battery. A complete loss of internal battery power renders the scanner inoperable.

(7) Step 7. If a battery pack gets stuck in the charger, insert something that is plastic and nonconductive (such as an ID card) between the battery and the top slot of the charger. This will allow the wire contacts to disengage (chances are, they are slightly bent).

(8) Step 8. Contact your TYCOM representative to coordinate repair of damaged or defective scanners.

b. Install IBSV4 Chip to Scanner. The procedures necessary to install the IBS Version 4.0 chip to a scanner are as follows:

(1) Step 1. Ensure the chip socket is empty before you turn on the scanner.

(2) Step 2. Scan the “default configuration” bar code (Figure 16) at the “ready” prompt. This begins a self test on the scanner.

(3) Step 3. Scan the “start configuration” bar code at the “ready” Prompt after the scanner restarts.

Figure 16

(4) Step 4. Scan the two "IBSV4 Configuration" bar codes one after the other when the term "Configuration Mode" appears on the scanner.

(5) Step 5. Scan the "end configuration" bar code and turn off the scanner.

(6) Step 6. Insert the chip to its socket and turn on the scanner. The term "Compiling…" appears on the scanner while it installs IBS Version 4.0.

(7) Step 7. Load screen data using the SysAdmin Function when the scanner prompts you.

c. Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds (instead of only one) after you press the ENTER key. When this occurs, transfers data from the scanner to the PC without delay. To prevent a low-charge warning, periodically check the charge on both the battery pack and the internal lithium battery as follows:

(1) Step 1. Clear all data on the scanner.

(2) Step 2. Remove the external battery pack.

(3) Step 3. Remove the EPROM chip cover.

(4) Step 4. Note the position of the chip itself and then remove it.

(5) Step 5. Replace the charged battery pack and lock in place.

(6) Step 6. Turn the scanner back on.

(7) Step 7. When the term "TRAKKER Ready" appears, press the ALT and B keys at the same time.

(a) If the term "Low battery" appears, the charge of the external battery is low.
(b) If the term "Low backup" appears, the charge of the internal battery is low.

d. Reconfigure Scanner. You will need to reconfigure a scanner if the charge of the internal battery is low or if the chip requires replacement. The procedures for this process are as follows:

(1) Step 1. Ensure the scanner is off, then remove the chip.

(2) Step 2. turn on scanner and scan the "default configuration" bar code (Figure 16) at the "ready" prompt. This begins a self test on the scanner.

(3) Step 3. Scan the "start configuration" bar code at the "ready" prompt after the scanner restarts.

(4) Step 4. Scan the two "IBSV4 Configuration" bar codes one after the other when the "Configuration Mode" appears on the scanner.

(5) Step 5. Scan the "end configuration" bar code and turn off the scanner.

(6) Step 6. Insert the chip to its socket and turn on the scanner. The term "Compiling…" appears on the screen while it installs IBS Version 4.0.

(7) Step 7. Load screen data using the SysAdmin Function when the scanner prompts you.

9. Ready Scanners With No Data on File. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. When the Main Menu Screen appears again, press function key F3 to change the volume of the beeping sound. Then, press alphabetic key S for a soft volume, alphabetic key M for a medium volume, or alphabetic key L for a loud volume.

e. Step 5. Press function key F4 to check the date and time. If the data is correct, press alphabetic key Y and then the ENTER key. If it is incorrect, press alphabetic key N and then the ENTER key. The keys that are active on each processing screen are as follows:

(1) F1 allows you to access the Help Screen,
(2) BKSP allows you to delete a single character,
(3) ALT and BKSP together allow you to delete an entire data field,
(4) ALT and C together allow you to light up the screen in a dark or dimly lit area.

f. Step 6. Enter the correct date and time. Ensure you press the ENTER key after you complete each data field on the screen.

g. Step 7. Press alphabetic key Y to return the scanner to the Main Menu Screen.

h. Step 8. Enter the scanner number, usually a number from 1 to 40.

i. Step 9. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options available are as follows:

(1) Inventory,
(2) Location Audit,
(3) Receiving,
(4) Next Page,
(5) Relocation,
(6) Transfer,
(7) Sys Admin.

10. Ready Scanners With Data Not Yet Transferred. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. Press any key to return the scanner to the Main Menu Screen.

e. Step 5. Select one of the options that appear on the screen. If you select a function that already has data on file, the system will add any transactions that you process at this time to the old file. For example, if the data on the scanner is for RIP processing and you wish to continue this function, the scanner allows you to add the new RIP transactions to the old file. Before you work on the same option, ensure you did not already transfer the data to the PC. Only in this way can you prevent duplicating the transfer of the same data.

f. Step 6. If you decide to transfer scanner data at this time, prepare the PC for this process. INTERMEC scanners now have the capacity to store data for different functions at one time without requiring you to transfer data immediately to a PC. The only exception to this is the combination of a location audit and a general inventory, because you cannot begin a location audit without first completing the general inventory or a general inventory without first completing the location audit. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

g. Step 7. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

h. Step 8. As the transfer of data progresses, the messages "Transfer," "Transferring (Name of File) to PC," and "Transfer successful" appear on the scanner one after the other.

i. Step 9. After you successfully complete the transfer, you need to delete the file from the scanner and prepare the scanner for another process (see the next paragraph).

11. Ready Scanners With Data Transferred But Not Erased. If you do not delete data from the scanner file after you transfer it to the PC successfully, you may duplicate the transfer of transactions to the PC. The program will add these new transactions to the old file even though you already transferred the old file once. In this case, the procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. Select the Sys Admin Option by pressing numeric key 7 from the Main Menu Screen.

e. Step 5. Select the Clear File Option by pressing numeric key 5.

f. Step 6. Select the file you wish to clear from the following:

(1) Press numeric key 1 to select to clear RIP records,
(2) Press numeric key 2 to select to clear stow records,
(3) Press numeric key 3 to select to clear relocation records,
(4) Press numeric key 4 to select to clear inventory records,
(5) Press numeric key 5 to select to clear location-audit records.

g. Step 7. Press the ALT key and alphabetic key E after the data clears to return the system to the Main Menu Screen.

h. Step 8. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options available are as follows:

(1) Inventory,
(2) Location Audit,
(3) Receiving,
(4) Next Page,
(5) Relocation,
(6) Transfer,
(7) System Administration.

12. Ready Scanners With Data Transfer Questionable. If you are unsure whether a transfer was successful, repeat the transfer. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. If you decide to transfer scanner data at this time, prepare the PC for this process. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

e. Step 5. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

f. Step 6. As the transfer of data progresses, the messages “Transfer,” “Transferring (Name of File) to PC,” and “Transfer successful” appear on the scanner.

g. Step 7. After you complete the transfer successfully, you need to delete the file from the scanner and prepare the scanner for another process (see paragraph 10 above).

D. RIP PROCEDURES

1. Program Scanners. The ideal way to process receipt data is to program two different sets of scanners for receipt processing. Receiving personnel will use the first set to enter receipt-in-process (RIP) data; storeroom personnel will use the second set to scan stow data.

a. RIP Procedures. This function allows you to ensure all scanners are ready for receiving personnel to use before beginning RIP procedures. Refer to paragraphs 8 through 12 of Section C for specific procedures on the following actions:

(1) Clearing any data already on the scanner and preparing it for the next operation,

(2) Ensuring no two scanners have the same identification number,

(3) Verifying that the identification number for the location audit is unique and identical to the one you entered to the PC.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Receiving Option from the Main Menu Screen on the scanner by pressing numeric key 3.

(2) Step 2. Next, select the RIP Option by pressing numeric key 1.

(3) Step 3. Press alphabetic key N in response to the prompt " Do immediate stow after each RIP?" (If you press alphabetic key Y, the individual entering RIP data also will have to enter stow data immediately after that.)

(4) Step 4. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to receiving personnel.

(5) Step 5. Proceed to the paragraph below titled Issue Scanners to Personnel to continue this receiving process.

2. Issue Scanners to Personnel. Distribute the scanners you programmed for RIP processing to personnel on the receiving team. They must proceed to the receiving area and select material to scan or manually key in the data. All personnel must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Damage to the scanner,
b. Failure of the battery,
c. Problems with key entry.

Proceed to the next paragraph to continue this receiving process.

3. Transfer RIP Data From Scanners to the PC.

a. General. This function allows you to transfer RIP data in an INTERMEC scanner reader to a PC for additional processing. As personnel return scanners containing receipt data, transfer the data to the PC for processing into receipt master files. This process is the same regardless of which of the following types of data a scanner contains:

(1) Stock RIP data,
(2) Stock stow data,
(3) DTO data for material that does not require POD,
(4) DTO data for material that requires POD.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Scanner Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Transfer From Scanner Option on the Scanner Submenu.

(8) Step 8. Ensure you connect the scanner download cable securely to both the scanner and the PC, and then press numeric key 6 on the scanner.

(9) Step 9. The system now prompts you to decide whether you wish to transfer data from the scanner to the PC. Select the OK Option to continue this process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Receipt Processing Menu Screen.)

(10) Step 10. Proceed to the next paragraph to continue this receiving process.

4. Review RIP Scanner Reports. After you transfer scanner data to the PC, the system generates scanner data transfer reports. Then, it processes data into receipt master files and, if it finds any discrepancies, generates error and exception reports. The reports are as follows:

a. Download Report.

30 AUG 93 (3242) RECEIPT IN PROCESS SCANNER PAGE 1
RIP SCANNER: 01 DOWNLOAD REPORT NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SHIP QUANTITY	STOW QUANTITY	STOW LOCATION	SCANNER USER ID	SCAN DATE	NIIN LABELS	LOCS LABELS
9P	5935-00-199-7619	V09114-3215-0635	1	1		SR3518	3242	0	0
9N	5935-00-934-2999	V09114-3023-0452	4	4		SR3518	3242	1	1
9Z	5310-00-947-1380	V09114-3123-0643	8	7		SR3518	3242	8	1
1R	1730-00-948-4564	V09114-2223-0664	3	3		SR3518	3242	0	0
1R	5945-01-240-2505	V09114-3251-1230	1	1		SR3518	3242	1	1

Total Records for this Report: 5

RECPRO_06

Figure 17

This report provides a list of the RIP transactions you transferred from a scanner to the PC. The program can print the report in either a NIIN or document-number sequence. Use this report to conduct audit trails and verify receipt-processing transactions. Provide a copy of this report every day to the Receipt Processing Coordinator.

b. Exception Report.

30 AUG 93 (3242) RECEIPT IN PROCESS SCANNER PAGE 1
RIP SCANNER: 01 EXCEPTION REPORT

DOCUMENT NUMBER	SUFFIX CODE	COG	STOCK NUMBER	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCAN DATE	EXCEPT CODE	**ON FILE** QTY	DATE
V09114-3215-00664	A	9N	1730-00-948-4564	EA	3	2	NNZ	41.50	SR3518	3242	02	3	3241

NOTE: THIS REPORT DEPICTS THOSE RECORDS WHICH HAVE BEEN PREVIOUSLY SCANNED AND REQUIRE RESEARCH.

EXCEPTION CODES:
01 - DUPLICATE STOCK RIP
02 - DUPLICATE STOCK RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
03 - DUPLICATE STOCK RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)
04 - DUPLICATE DTO RECEIPT
05 - DUPLICATE DTO RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
06 - DUPLICATE DTO RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)

TOTAL RECORDS FOR THIS REPORT: 1

RECPRO_07

Figure 18

This report provides a list of the records the program identified as erroneous after processing data into receipt master files. An exception code will appear next to each record describing the nature of the discrepancy. The following is a list of the types of exception codes as well as processing procedures:

(1) Code 01. Duplicate Stock RIP. This code applies to records for stock material that personnel processed twice. When you verify that a stock RIP record is truly a duplicate, delete it using the Receipt File Maintenance Function.

(2) Code 02. Duplicate Stock RIP. This code applies to records for stock material whose receipt quantity differs from the quantity on file. This condition can be the result of two different individuals processing transactions for the same item using different quantities. It also can result from one individual scanning bar-coded data while another manually enters a different quantity for the same item. Verify which quantity is correct and delete the erroneous entry in the same manner as for Code 01 above.

(3) Code 03. Duplicate Stock RIP. This code applies to records for stock material whose receipt date differs from the date on file. The same situations that apply for Code 02 apply here except that the differing data is the date rather than the quantity. Processing procedures are the same.

(4) Code 04. Duplicate DTO Receipt. This code applies to records for DTO material that personnel processed twice. When you verify that the DTO receipt record is truly a duplicate, delete it using the Receipt File Maintenance Function.

(5) Code 05. Duplicate DTO Receipt. This code applies to records for DTO material whose receipt quantity differs from the quantity on file. This condition can be the result of two different individuals processing the same item for different quantities. It also can result from one individual scanning bar-coded data while another manually enters a different quantity for the same item. Verify which quantity is correct and delete the erroneous entry as before.

(6) Code 06. Duplicate DTO Receipt. This code applies to records whose receipt date differs from the date on file. The same situations that apply for Code 05 apply here except that the differing data is the date rather than the quantity. Processing procedures are the same.

(7) Distribution. This report has the following distribution requirements:

(a) Daily to the Receipt Processing Coordinator,
(b) Daily to the Material Division Officer,
(c) Daily to the Stock Control Officer,
(d) Daily to the S-6 Officer,
(e) Weekly to the Quality Assurance Officer,
(f) Weekly to the Stores Officer.

Proceed to the next paragraph to continue this receiving process.

5. Edit RIP Data on the PC.

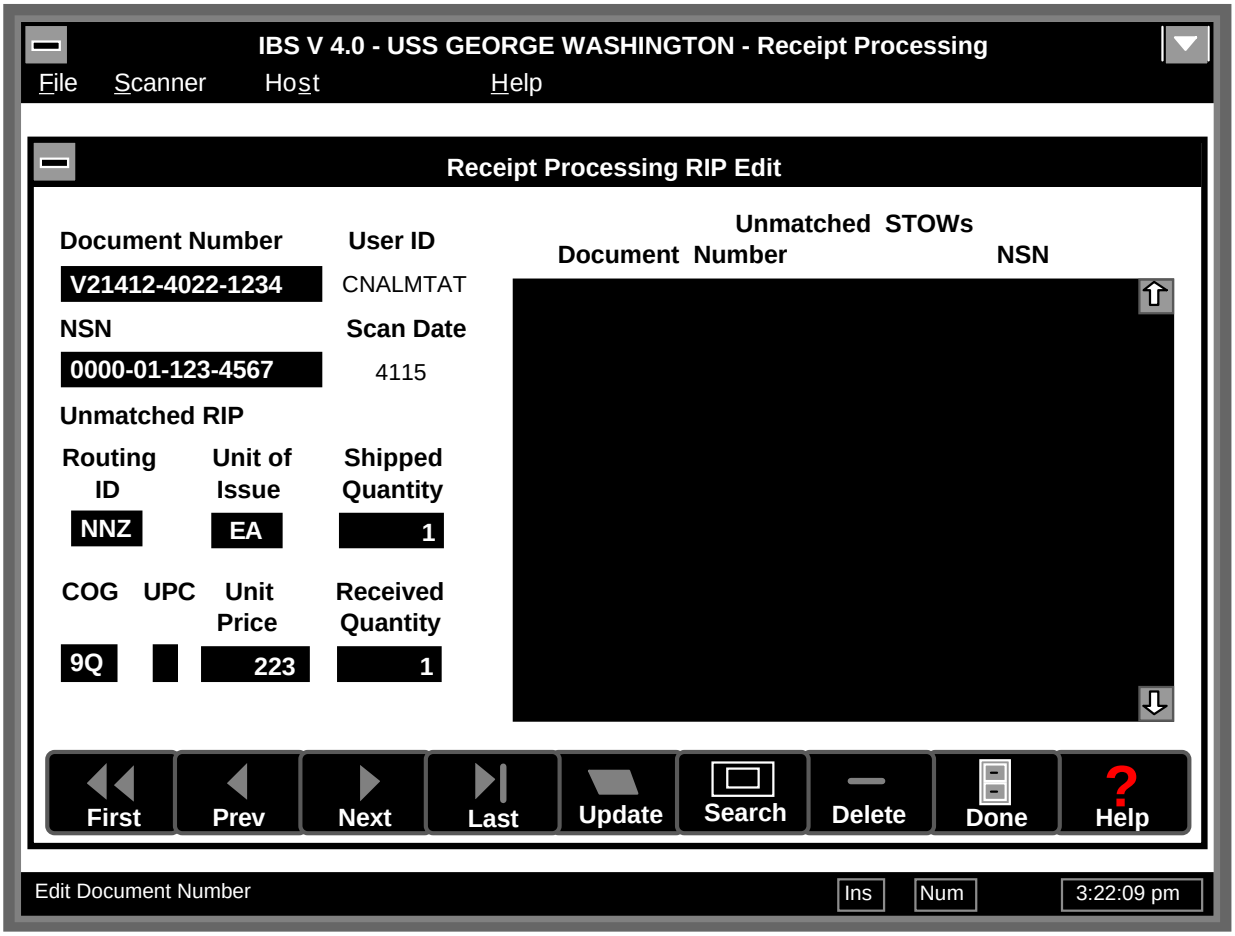


Figure 19

a. General. This function allows you to access and change information for all stock and DTO RIP transactions that you noted were incorrect during your review of scanner transfer reports for RIP data (see above).

b. Processing. The procedures for this process appear in the following subparagraphs:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

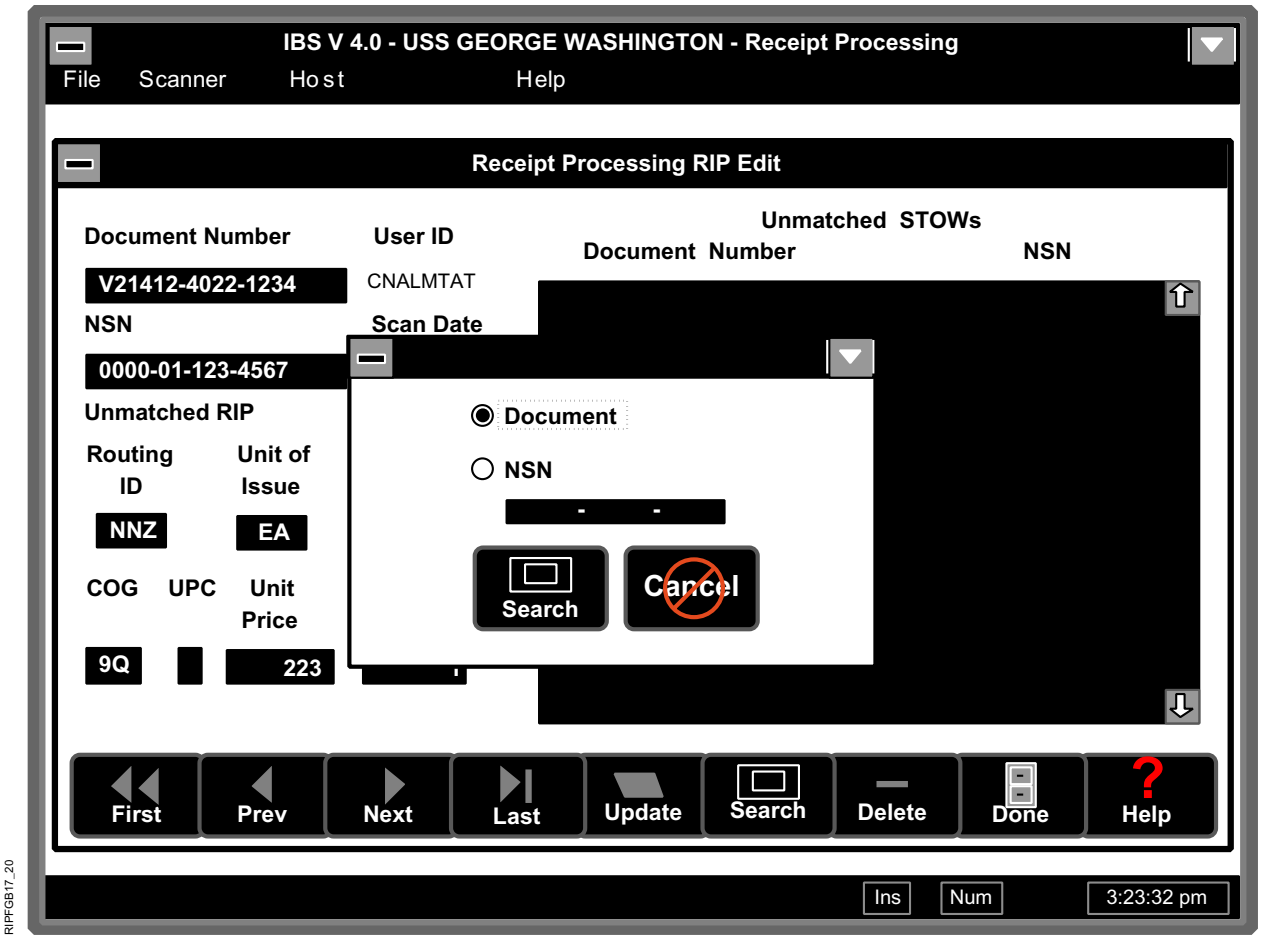


Figure 20

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the RIP Option on the File Submenu and the Edit Option on the RIP Submenu.

(8) Step 8. Use the arrow keys or the mouse to select the Search Option. (You also can use the First, Previous, Next, or Last Option to locate a record if you desire to do so.)

NOTE: In addition, you can use the up and down arrows on the Records Screen to scroll through them to locate the record you wish to edit.

(9) Step 9. Select to search by document or NSN number.

(10) Step 10. Enter the document or stock number in the highlighted data block and select the Search Option again.

NOTE: If you enter erroneous data or the document number you enter does not have a match, a warning appears on the screen advising you that there is no RIP data on file for that document number. The program will prompt you to decide whether you wish to continue. Select the OK Option to attempt to locate another record.

(11) Step 11. Once the record you wish to edit appears, change the data on the screen as necessary. Use the arrow keys or the mouse to select the appropriate data fields you wish to edit. Then, type the revised data over the data already on the screen.

(12) Step 12. Check the data elements on the screen carefully and, if correct, select the Update Option to save the changes.

(13) Step 13. Select the OK Option to continue to the next record you wish to edit.

(14) Step 14. When finished, select the Done Option to conclude this process and return the system to the Receipt Processing Menu Screen.

(15) Step 15. Proceed to the next paragraph to continue this receiving process.

6. Generate Receipt Differences Reports.

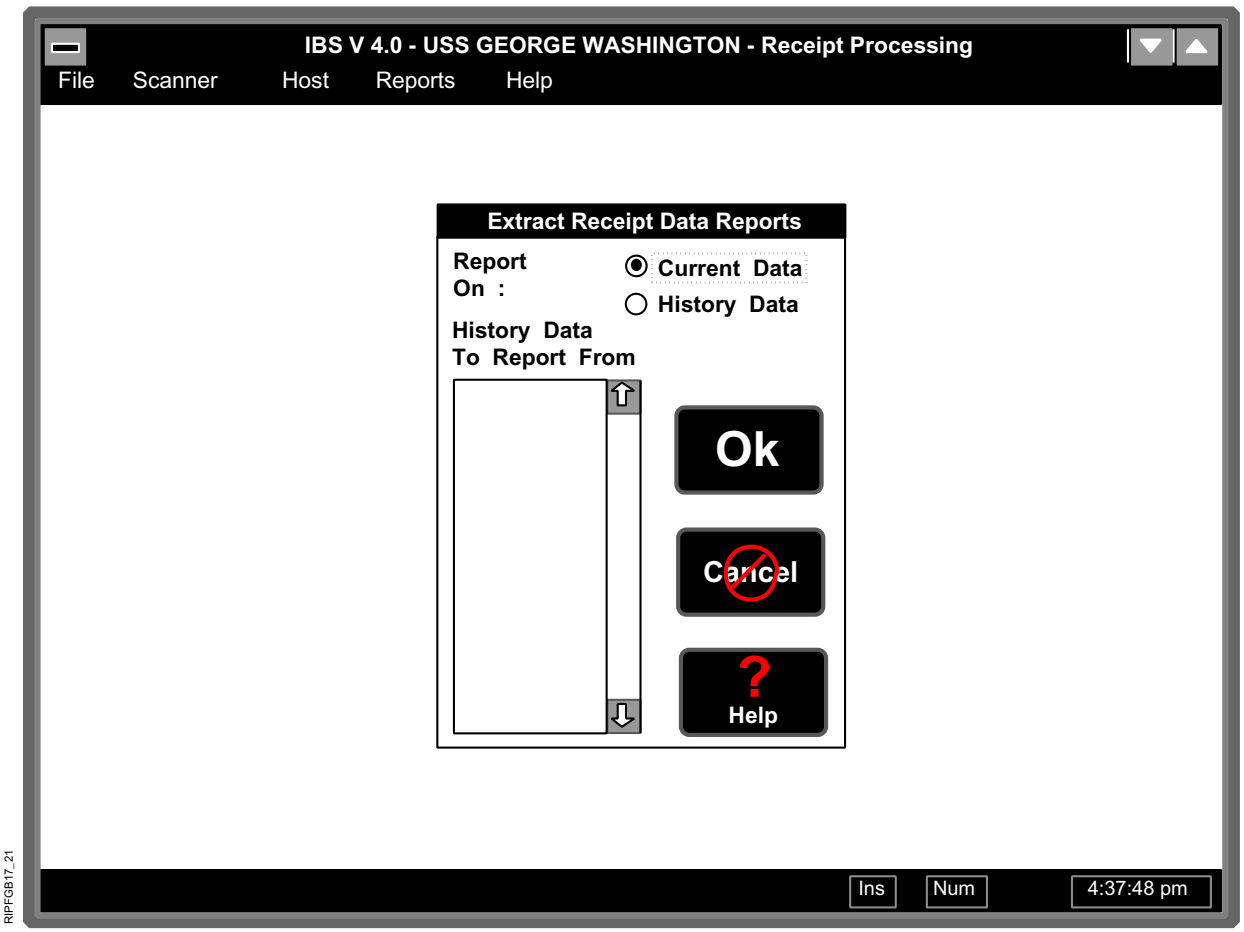
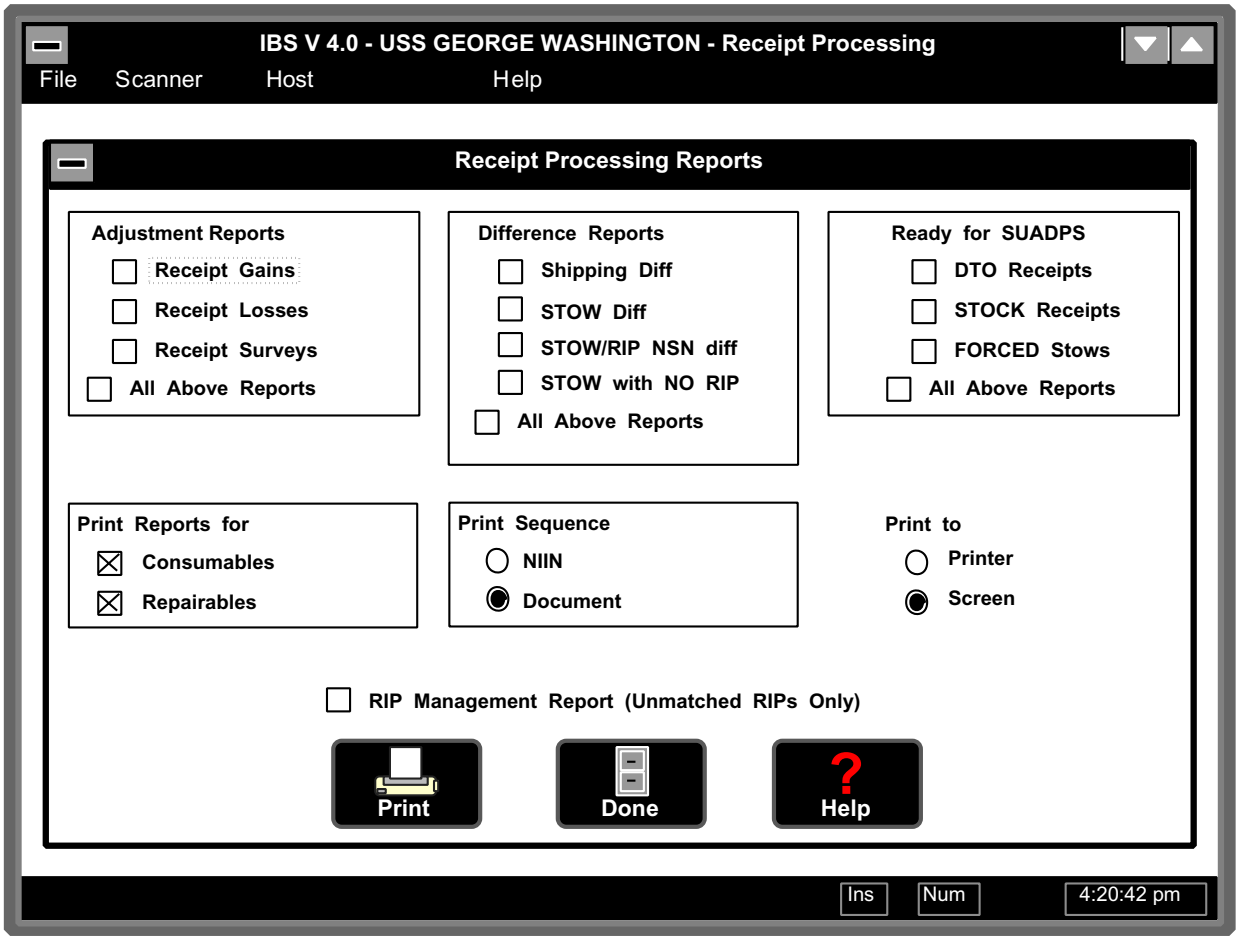


Figure 21

a. General. This function allows you to select to produce the reports that have receipt-document discrepancies. Use these reports in conjunction with a financial audit. In this way, they help you find the records that correspond to those that remain unmatched on both C&H and A&G summaries. The IBS Program provides you with the ability to select and include transactions for consumable, repairable, or both types of material.

Figure 22



b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Reports Option from the Receipt Processing Menu Screen.

(2) Step 2. Select the Current Data Option to print reports for records that are now on file.

(3) Step 3. Select the OK Option to continue this printing process. (If you select the Done Option, the program aborts this process without printing reports.)

(4) Step 4. Use the arrow keys or the mouse to select the Shipping Differences Reports Option or the OMC/Scanner Differences Report Option.

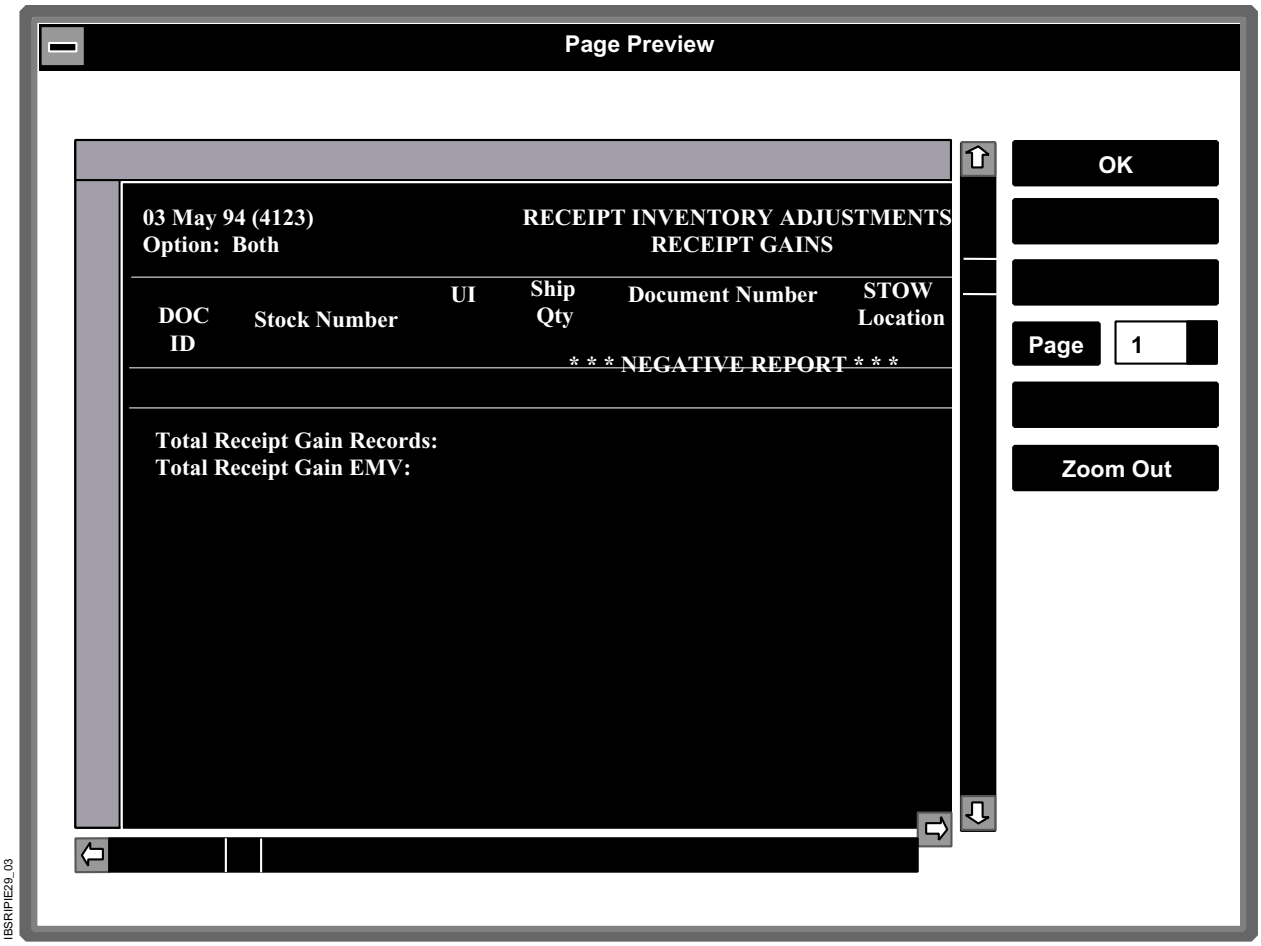


Figure 23

NOTE: The other options are only available after stow processing.

(5) Step 5. Select the type of material you wish on the reports: consumable, repairable, or both.

(6) Step 6. Select to print the reports in a NIIN or document-number sequence.

(7) Step 7. Select the Printer Option to print a report. (If you only wish to view the data, select the Screen Option.)

(8) Step 8. After you make sure the printer is ready, select the Print Option to begin the printing process. The report with shortages prints first and then the report with overages.

NOTE: If you selected to view the records, select the Zoom In Option to increase the size of the report on the screen. Then, use the up or down and right or left arrows on the report screen to view the different parts of the report. Use the Next, Previous, or Enter Page Number Option to move from page to page within the report. When finished with your review, select the OK Option to continue.

(9) Step 9. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

(10) Step 10. Proceed to the next paragraph to continue this receiving process.

7. Generate RIP Management Reports.

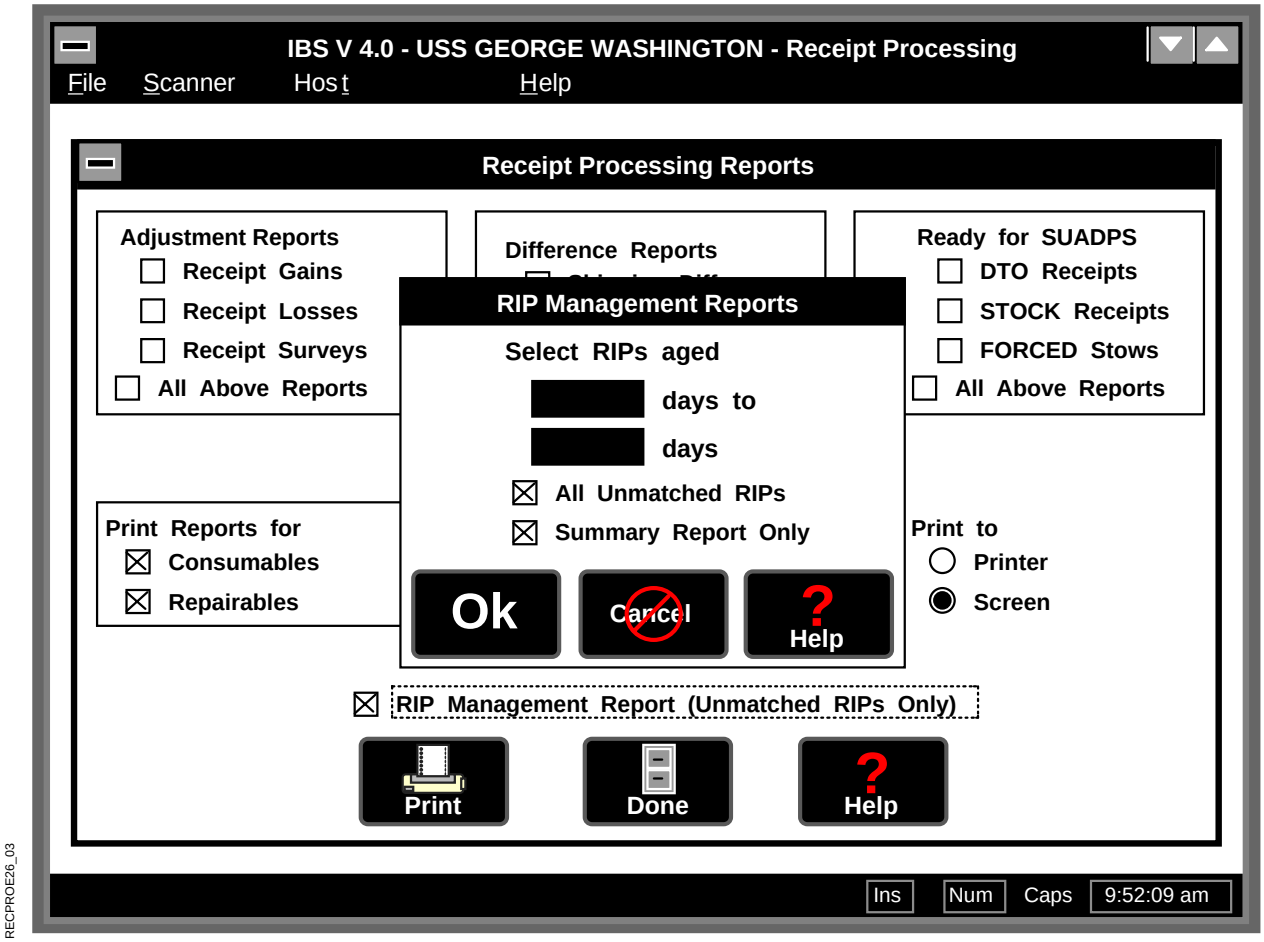


Figure 24

a. General. This function allows you to select to produce RIP management reports. These reports are the most comprehensive and detailed tools available for managers to monitor receipt-in-process transactions within the IBS Program. Proper use of these reports enhances receipt-processing efficiency and accuracy. Additionally, these reports provide criteria that allows you to measure performance, time management, and personnel utilization. These reports also provide good audit-trail information that is useful when you attempt to track material that personnel misplaced or lost. Use these reports as tools to monitor receipt records that become over-aged while awaiting stowage action. This process is identical for receipts of both DTO and stock material. The only exception is that the notation “DTO material” appears on all screens and reports instead of “Stock material.”

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Reports Option from the Receipt Processing Menu Screen.

(2) Step 2. Select the Current Data Option to print reports for records that are now on file. (If you wish to access records from previous transfers, select the History Data Option. Then, use the up and down arrows to scroll through the list on the screen to find the transfer you seek.)

(3) Step 3. Select the OK Option to continue this printing process. (If you select the Cancel Option, the program aborts this process without printing reports.)

(4) Step 4. Use the arrow keys or the mouse to select the RIP Management Report (Unmatched RIPs Only) Option.

(5) Step 5. Enter beginning and ending values to generate reports for RIP transactions processed within a particular range of days. You also can select to generate reports for all RIP transactions in process or a summary report.

(6) Step 6. Select the type of material you wish on the reports: consumable, repairable, or both.

(7) Step 7. Select to print the reports in a NIIN or document-number sequence.

(8) Step 8. Select the Printer Option to print a report. (If you only wish to view the data, select the Screen Option.)

(9) Step 9. After you make sure the printer is ready, select the Print Option to begin the printing process.

NOTE: If you selected to view the records, select the Zoom In Option to increase the size of the report on the screen. Then, use the up or down and right or left arrows on the report screen to view the different parts of the report. Use the Next, Previous, or Enter Page Number Option to move from page to page within the report. When finished with your review, select the OK Option to continue.

(10) Step 10. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

(11) Step 11. Proceed to the next paragraph to continue this receiving process.

E. ALTERNATIVE PC-INPUT PROCEDURES

1. Enter RIP Data for Stock Material.

Figure 25

a. General. This function allows you to enter receipt data for stock material directly to the PC. When, receiving personnel receive an incoming stock item, they must examine it very carefully. Then, they need to record a receipt-in-process (RIP) transaction to the IBS Program.

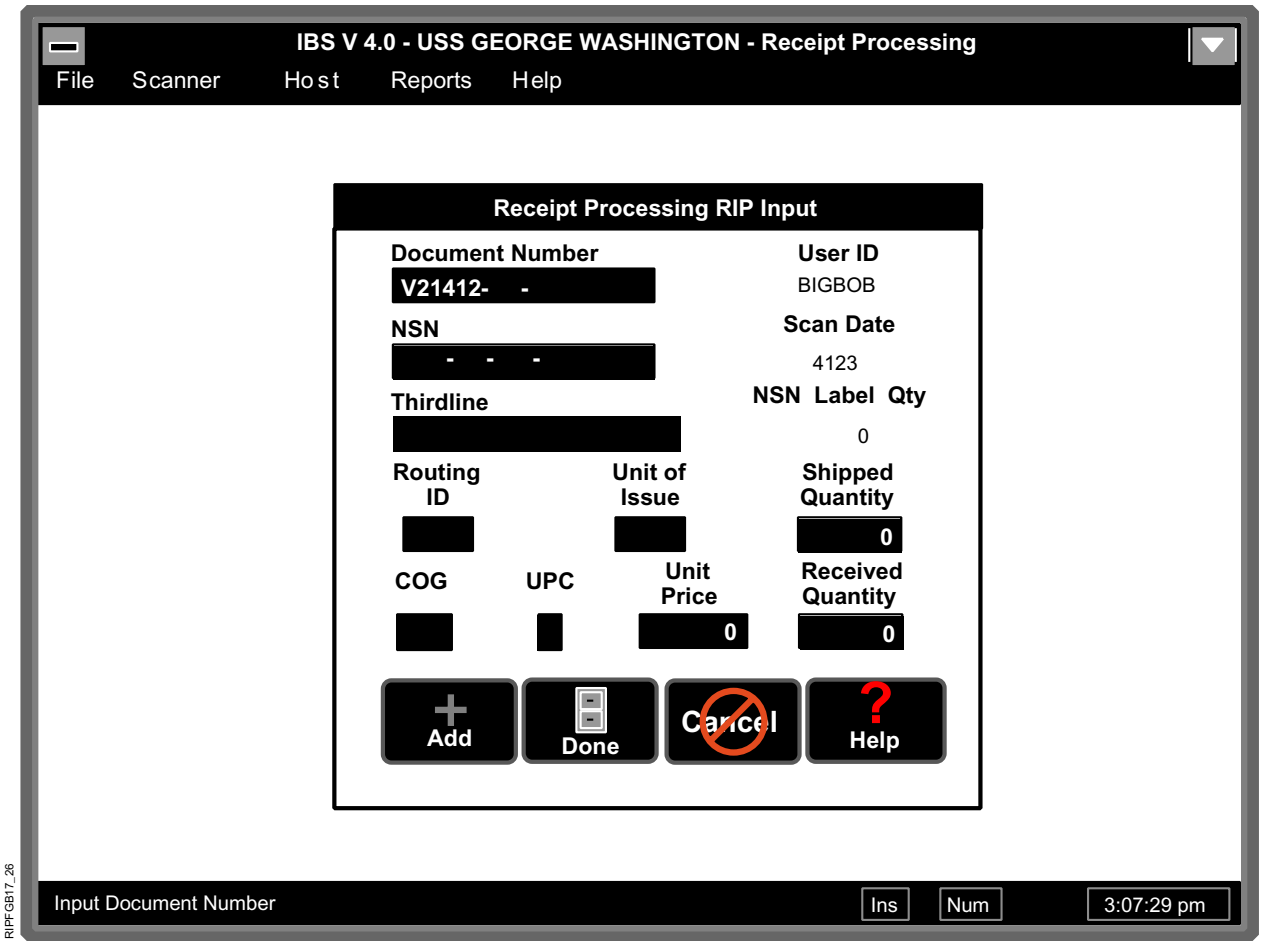


Figure 26

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the RIP Option on the File Submenu and the Input Option on the RIP Submenu.

Whenever possible, use the bar-code laser gun or pencil wand to scan the information bar code on the receipt document itself.

(8) Step 8. Scan the first bar code on the receipt document or press the appropriate keys to enter the complete document number.

(9) Step 9. Scan the second bar code or press the appropriate keys to enter the NSN number.

(10) Step 10. Scan the third bar code or press the appropriate keys to enter the data in the third line of the bar code. This data field contains the following information:

(a) Routing identifier,

(b) Unit of issue,

(c) Quantity shipped,

(d) COG - Cognizance symbol,

(e) UPC - Unit price code (leave this data field blank unless you have a high-dollar figure — in that case, press alphabetic key D to indicate that the money value you enter is in whole dollars),

(f) Unit price - Unit price of the item.

(11) Step 11. If the receipt quantity differs from the shipment quantity or you need NSN labels for the material, update the following data fields as well:

(a) Quantity Received. The IBS Program will default this quantity to the shipment quantity during the RIP input process.

(b) NSN Label Quantity. Enter the number of NSN labels you need for this item.

(12) Step 12. If everything on the screen is correct, select the Add Option to accept the record as it appears on the screen. The cursor will proceed to the first data field of a blank record for additional processing.

(13) Step 13. After you finish entering data, select the Done Option. (Select the Cancel Option if you wish to abort this process without adding records.)

NOTE Select the Help Option if you need to access the On-line Help Screen.

2. Enter RIP Data for Non-POD DTO Material.

a. General. This function allows you to enter receipt RIP data for DTO material that does not require proof-of-delivery processing directly to the PC. A direct-turnover (DTO) item is material that receiving personnel place in the hands of personnel from the ordering work center immediately upon receiving it. This is instead of forwarding it to a storeroom as they would stock material. When they receive incoming DTO items at the receipt-processing area, they segregate it by department and work center. Then, you need to process a RIP transaction for each item. The IBS Program tries to match the document number for the transaction to a series of serial numbers within the system's internal control data. This procedure allows the system to determine whether a DTO item requires proof-of-delivery processing. If it does not, enter the data from the RIP transaction to the IBS system. The program then considers the transaction as complete and prepares a DI X71 transaction for extract processing to SUADPS-RT.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the RIP Option on the File Submenu and the Input Option on the RIP Submenu.

NOTE Whenever possible, use the bar-code laser gun or pencil wand to scan the information bar code on the receipt document itself.

(8) Step 8. Scan the first bar code on the receipt document or press the appropriate keys to enter the complete document number.

(9) Step 9. Scan the second bar code or press the appropriate keys to enter the NSN number.

(10) Step 10. Scan the third bar code or press the appropriate keys to enter the data in the third line of the bar code. This data field contains the following information:

(a) Routing identifier,

(b) Unit of issue,

(c) Quantity shipped,

(d) COG - Cognizance symbol,

(e) UPC - Unit price code (leave this data field blank unless you have a high dollar figure — in that case, press alphabetic key D to indicate that the money value you enter is in whole dollars),

(f) Unit price - Unit price of the item.

(11) Step 11. If the receipt quantity differs from the shipment quantity or you need NSN labels for the material, update the following data fields as well:

(a) Quantity Received. The IBS Program will default this quantity to the shipment quantity during the RIP input process.

(b) NSN Label Quantity. Enter the number of NSN labels you need for this item.

(12) Step 12. If everything on the screen is correct, select the Add Option to accept the record as it appears on the screen. The cursor will proceed to the first data field of a blank record for additional processing.

(13) Step 13. After you finish entering data, select the Done Option. (Select the Cancel Option if you wish to abort this process without adding records.)

NOTE Select the Help Option if you need to access the On-line Help Screen.

3. Enter RIP Data for POD DTO Material. This function allows you to enter receipt data for DTO material that requires proof-of-delivery processing directly to the PC. A direct turnover (DTO) item is material that receiving personnel place in the hands of personnel from the ordering work center immediately upon receiving it. In this case, they need to first obtain proof of delivery. This is instead of forwarding it to a storeroom as they would stock material. When they receive incoming DTO items at the receipt-processing area, they must segregate it by department and work center. Then, you need to process a RIP transaction for each item. The IBS Program tries to match the document number for the transaction to a series of serial numbers within the system's internal control data. This procedure allows the system to determine whether a DTO item requires proof-of-delivery processing. If it does, you must complete the procedures in paragraph 5 below with the title Enter Stow Data for POD DTO Material.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the RIP Option on the File Submenu and the Input Option on the RIP Submenu.

NOTE Whenever possible, use the bar-code laser gun or pencil wand to scan the information bar code on the receipt document itself.

(8) Step 8. Scan the first bar code on the receipt document or press the appropriate keys to enter the complete document number.

(9) Step 9. Scan the second bar code or press the appropriate keys to enter the NSN number.

(10) Step 10. Scan the third bar code or press the appropriate keys to enter the data in the third line of the bar code. This data field contains the following information:

(a) Routing identifier,

(b) Unit of issue,

(c) Quantity shipped,

(d) COG - Cognizance symbol,

(e) UPC - Unit price code (leave this data field blank unless you have a high-dollar figure — in that case, press alphabetic key D to indicate that the money value you enter is in whole dollars),

(f) Unit price - Unit price of the item.

(11) Step 11. If the receipt quantity differs from the shipment quantity or you need NSN labels for the material, update the following data fields as well:

(a) Quantity Received. The IBS Program will default to the shipment quantity during the RIP input process.

(b) NSN Label Quantity. Enter the number of NSN labels you need for this item.

(12) Step 12. If everything on the screen is correct, select the Add Option to accept the record as it appears on the screen. The cursor will proceed to the first data field of a blank record for additional processing.

(13) Step 13. After you finish entering data, select the Done Option. (Select the Cancel Option if you wish to abort this process without adding records.)

NOTE Select the Help Option if you need to access the On-line Help Screen.

F. REMOTE-SITE PROCEDURES

1. Generate Reports for a Remote Site.

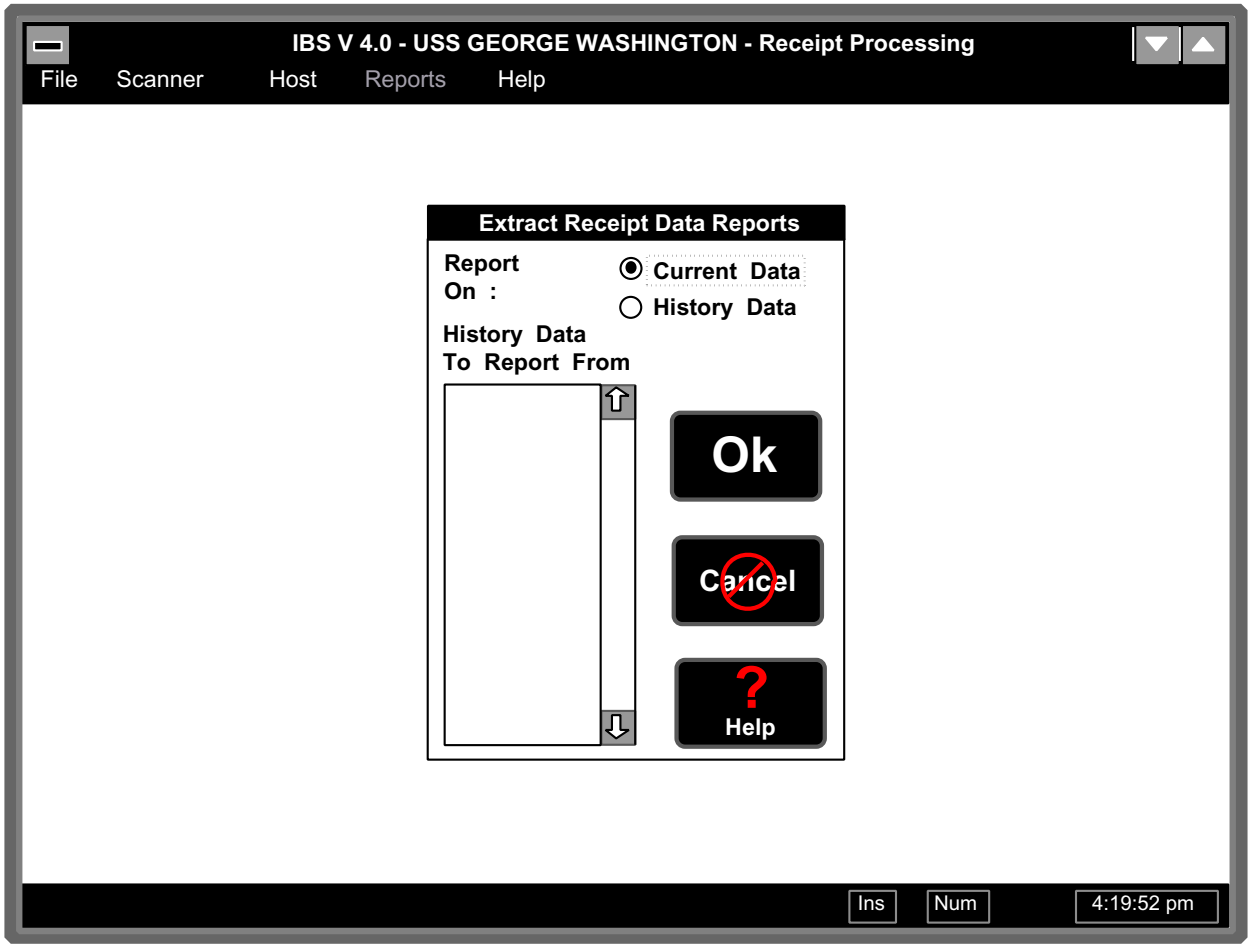


Figure 27

a. General. This function allows you to select to produce reports listing all the transactions that personnel processed at a remote site. It also allows you to generate individual reports for RIP or stow transactions input at the remote receipt-processing site. Use these reports in conjunction with a financial audit. In this way, you can easily locate the records that correspond to those that remain unmatched on C&H and

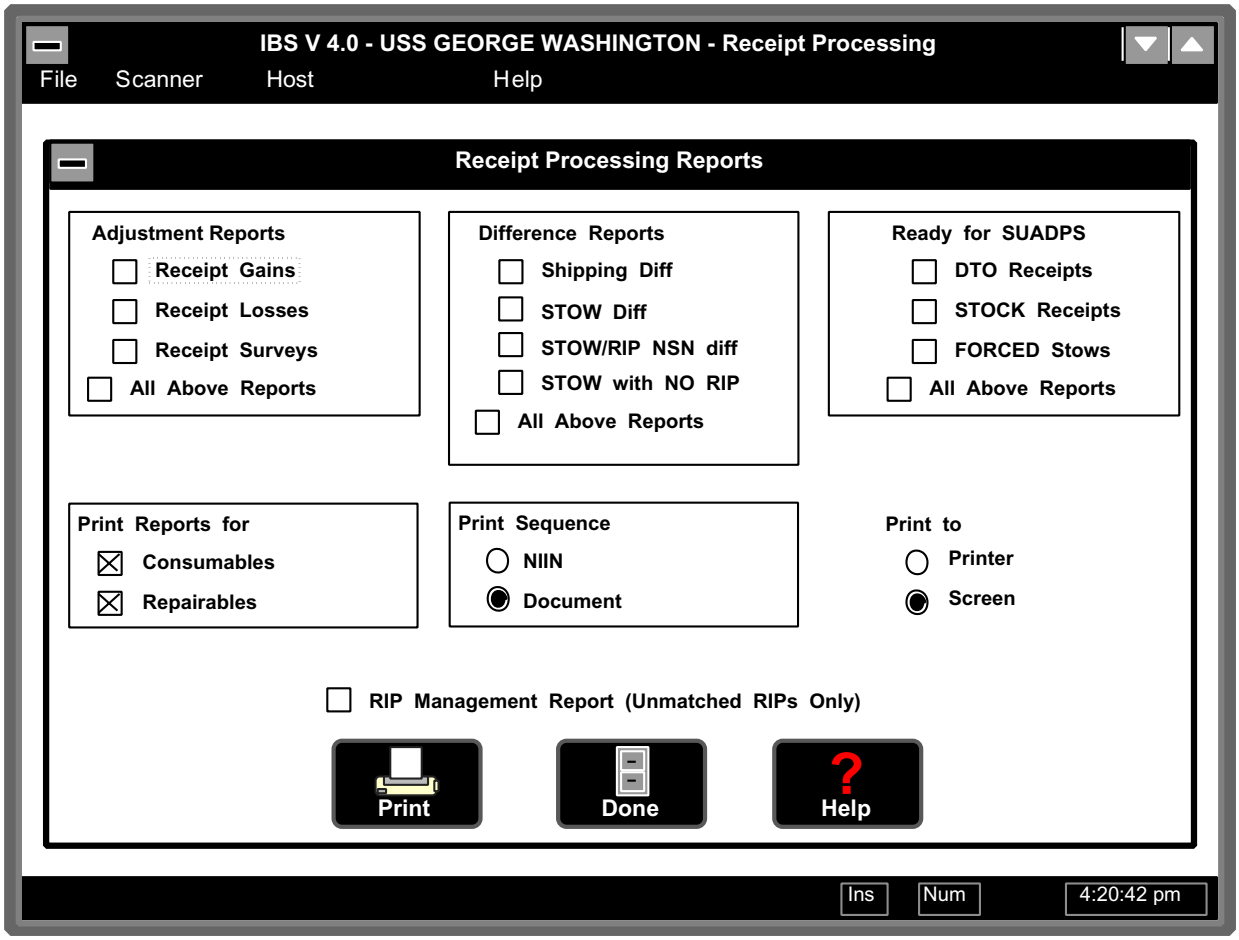


Figure 28

A&G summaries. The IBS Program provides you with the ability to select to print or view report data in NIIN or document-number sequence. Before producing any of the reports, you must ensure the following:

(1) That the receipt records you requested are available in the Remote Receipt File,

(2) That the appropriate printer is ready to receive data.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

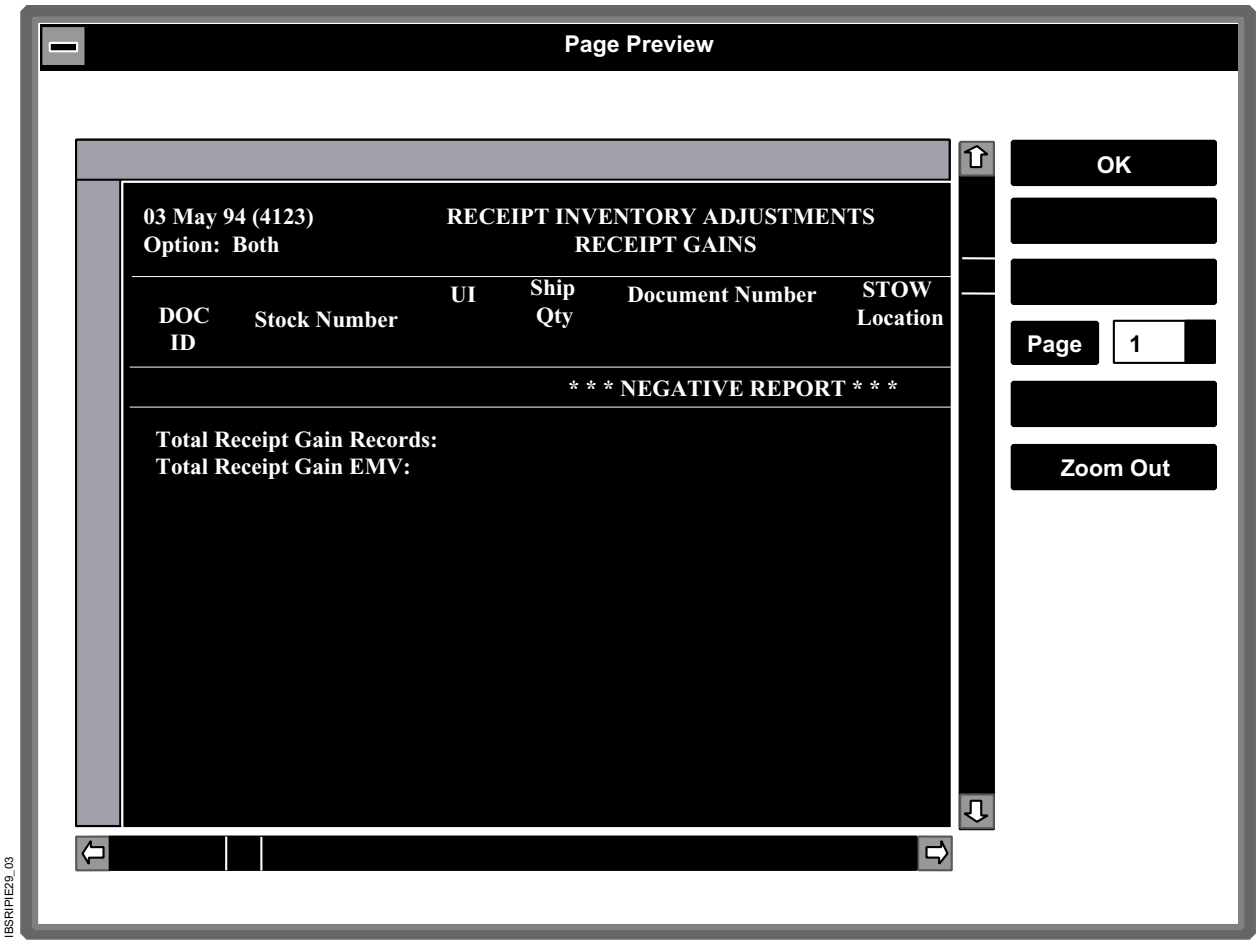


Figure 29

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Reports Option from the Remote Receipt Processing Menu Screen.

(7) Step 7. Select the Current Data Option to print reports for records that are now on file. (If you wish to access records from previous transfers-select the History Data Option. Then, use the up and down arrows to scroll through the list on the screen to find the transfer you seek.)

(8) Step 8. After you select the type of data you require, select the OK Option to continue.

(9) Step 9. Use the arrow keys or the mouse to select particular reports or the All Option to select to generate all reports.

(10) Step 10. Select whether you wish to include consumable or repairable material (or both) for the reports.

(11) Step 11. Select to print the reports in a NIIN or document-number sequence.

(12) Step 12. Select the Printer Option to print the reports. (If you only wish to view the reports, select the Screen Option.)

(13) Step 13. Then, select the Print Option to continue.

NOTE: If you selected to view the records, select the Zoom In Option to increase the size of the report on the screen. Then use the up or down and right or left arrows on the report screen to view the different parts of the report. Use the Next, Previous, or Enter Page Number Option to move from page to page within the report. When you finish your review, select the OK Option to continue.

(14) Step 14. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

2. Transfer Receipt Data to a Diskette.

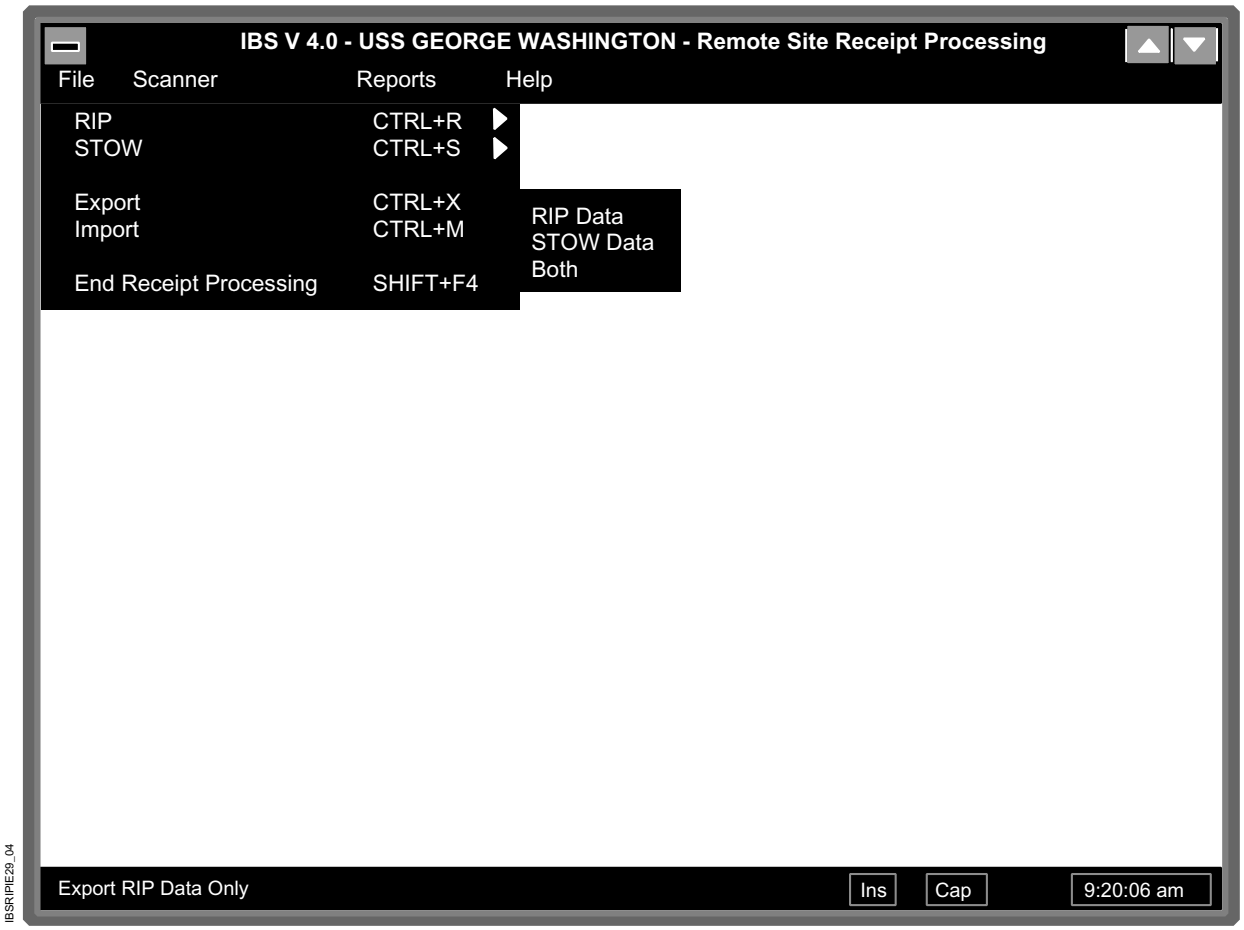


Figure 30

a. General. This function allows you to transfer receipt data onto a floppy diskette. Use this option when you are at a T-shed or another receiving area with a system you configured for remote-site processing. This allows you to import this receipt data when you are at a system with a normal-site configuration for processing.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

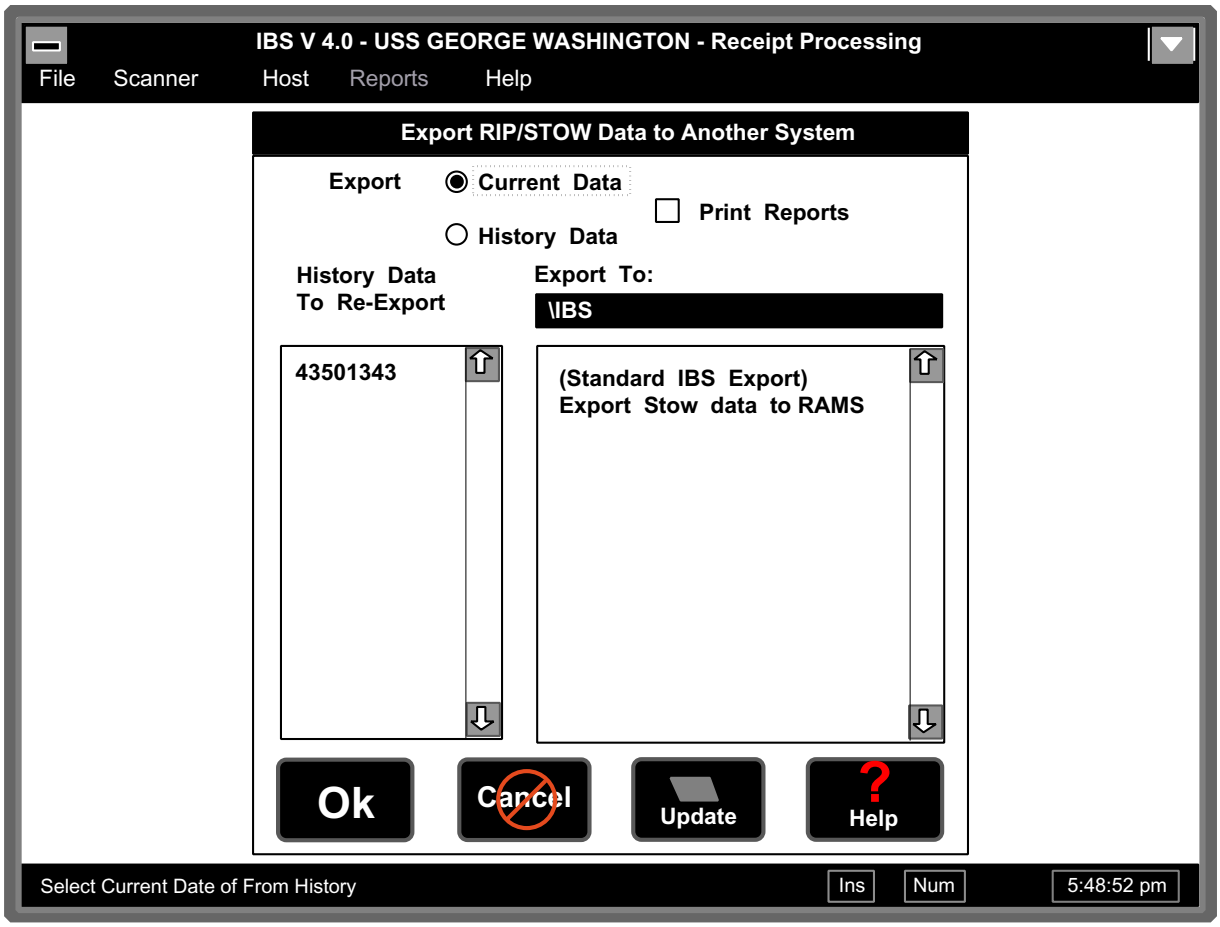


Figure 31

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Remote Receipt Processing Menu Screen.

(7) Step 7. Select the Export Option from the File Menu to continue.

(8) Step 8. Select to transfer RIP, stow, or both types of data from the Export Submenu.

(9) Step 9. Select the Current Data Option to print reports for records that are now on file.

(10) Step 10. Select the Print Reports Option if you require reports.

(11) Step 11. Enter the disk drive and path that you wish to use for this transfer process.

(12) Step 12. Select the Standard IBS Export Option and insert the floppy diskette to which you wish to transfer remote RIP data into the drive you selected above.

(13) Step 13. Select the OK Option to begin the transfer process. (If you select the Cancel Option, the program aborts this process without transferring records.)

(14) Step 14. When the transfer is over, select the Cancel Option to complete this process and return the system to the Remote Receipt Processing Menu Screen.

3. Repeat a Transfer of Receipt Data to a Diskette.

a. General. This function allows you to repeat a previous transfer of receipt data onto a floppy diskette when you are at a T-shed or another receiving area with a system configured for remote-site processing. You can then import this receipt data to a system with a normal-site configuration for processing.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Remote Receipt Processing Menu Screen.

(7) Step 7. Select the Export Option from the File Menu to continue.

(8) Step 8. Select to transfer RIP, stow, or both types of data from the Export Submenu.

(9) Step 9. Select the History Data Option. Then, use the up and down arrows to scroll through the list on the screen to find the transfer you seek.

(10) Step 10. Select the Print Reports Option if you require reports.

(11) Step 11. Enter the disk drive and path that you wish to use for this transfer process.

(12) Step 12. Select the Standard IBS Export Option and insert the floppy diskette to which you wish to transfer remote RIP data into the drive you selected above.

(13) Step 13. Select the OK Option to begin the transfer process. (If you select the Cancel Option, the program aborts this process without transferring records.)

(14) Step 14. When the transfer is over, select the Cancel Option to complete this process and return the system to the Remote Receipt Processing Menu Screen.

4. Transfer Remote Receipt Data to a Normal Site PC.

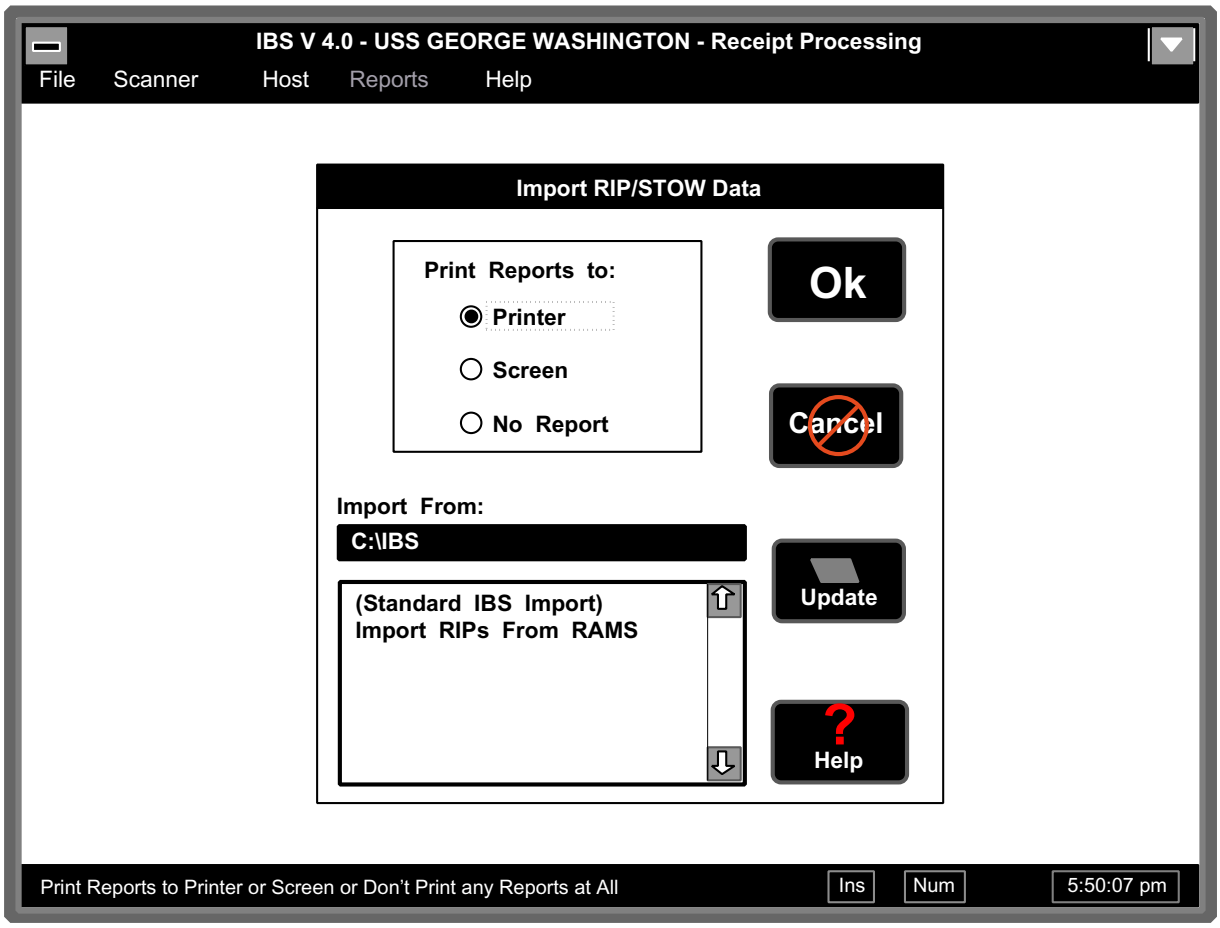


Figure 32

a. General. This function allows you to import receipt data for processing when you are at a system with a normal-site configuration.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Import Option from the File Submenu.

(8) Step 8. Select the Printer Option to generate a report that contains the import data. (If you only wish to view it, select the Screen Option. Ensure the printer is on-line if you select to print transfer reports. If you do not wish a report nor do you wish to view the data, select the No Report Option.)

(9) Step 9. Select the disk drive and path you wish to use for this transfer process.

(10) Step 10. Select the Standard IBS Import Option and insert the floppy diskette containing remote RIP data into the drive you selected above.

(11) Step 11. Select the OK Option to continue this process. (If you select the Cancel Option, the program aborts this process without importing data.)

G. RELATED PROCEDURES

1. Transfer UNREP Receipt Data to a Normal-site PC.

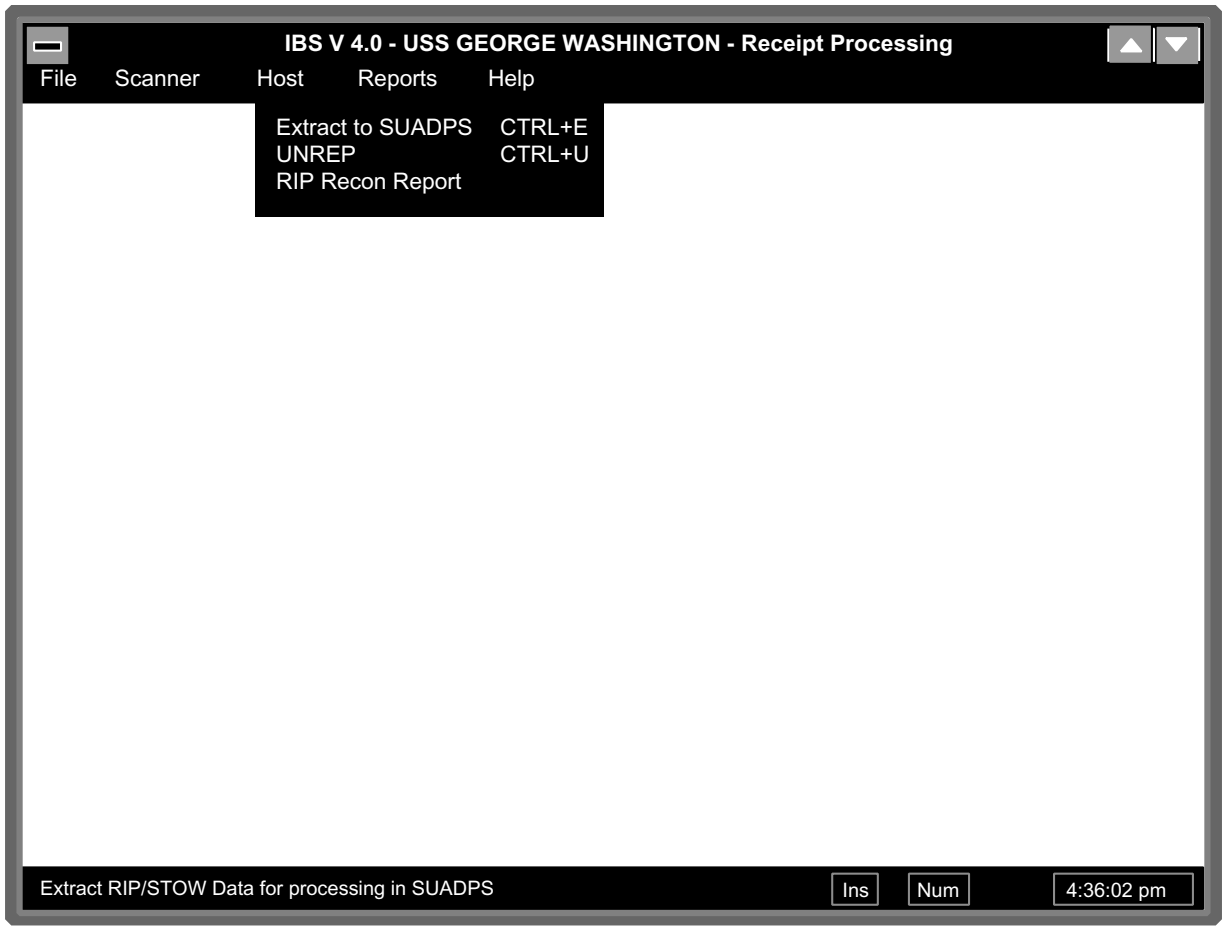


Figure 33

a. General. This function allows you to import the receipt data you received from a T-AFS during underway replenishment (UNREP) for processing on board. You need to be at a system with a normal-site configuration for this process.

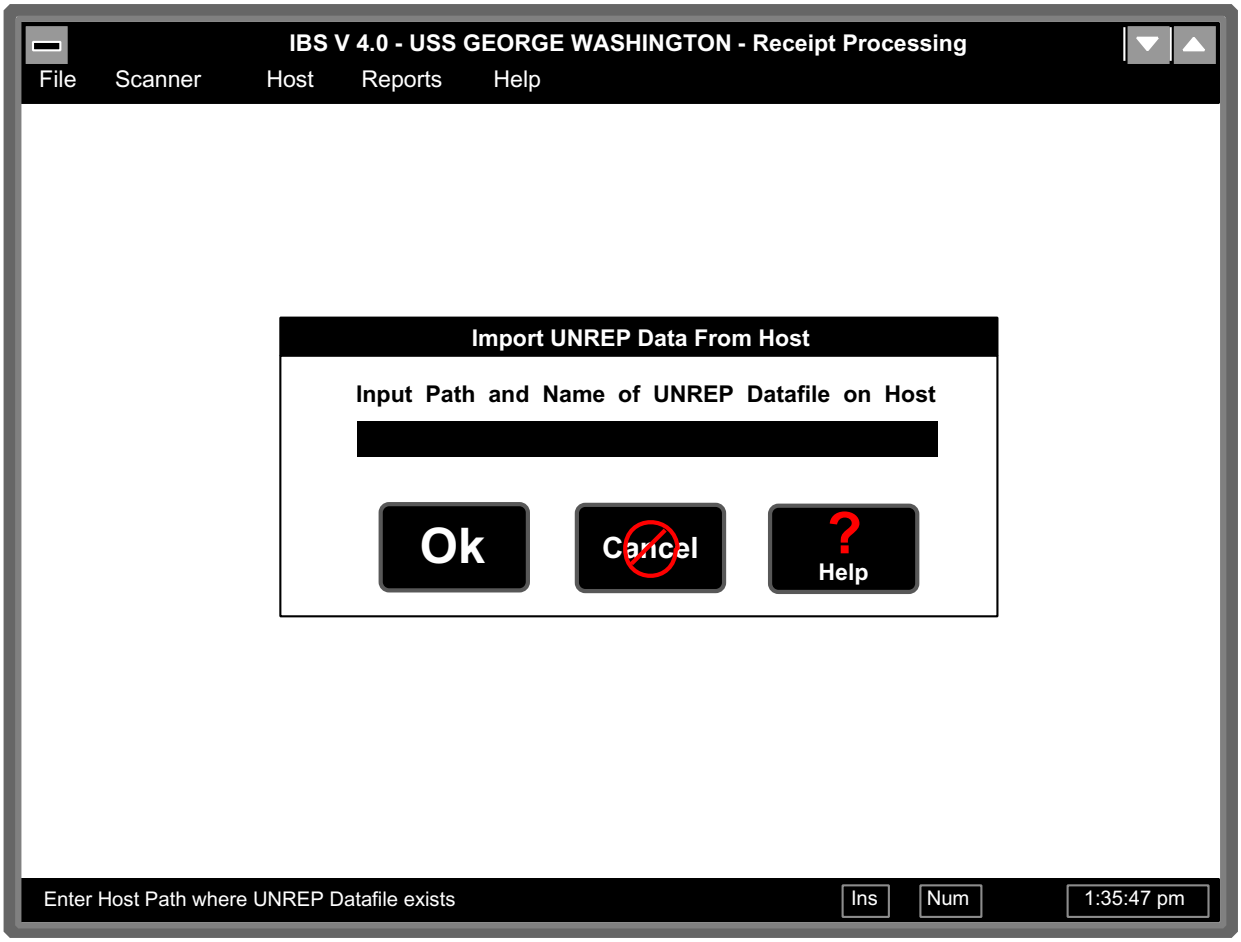


Figure 34

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

NOTE: Ensure ADP personnel mount the UNREP diskette or tape you received from the issuing AFS unit onto the Host computer system for further transfer to the IBS PC. Also, ensure ADP personnel provide you with the file name and path you will require to locate UNREP data, usually /SPOOL/WW/UNREP/111.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Host Option from the Receipt Processing Menu Screen and the UNREP Option from the Host Submenu.

(7) Step 7. Use the appropriate keys to enter the full path and file name of the UNREP input files you wish to process, usually /SPOOL/WW/UNREP/111.

(8) Step 8. Carefully read and follow the instructions on the screen as the PC attempts to access the Host computer system.

(9) Step 9. If the SUADPS-RT LOGIN banner does not appear, enter the term L HOST and press the ENTER key.

(10) Step 10. Enter the term L IBS to log on to the Host system.

(11) Step 11. Carefully read and follow the instructions on the screen.

(12) Step 12. After the SUADPS-RT LOGIN banner appears, press and hold the ALT key while you press alphabetic key Q to return the system to the IBS Program.

(13) Step 13. After all records complete processing, the screen will display the number of records the system processed.

(14) Step 14. Press the EXIT key to complete this process. The system returns to the Receipt Processing Menu Screen.

2. Generate Bar-code Labels.

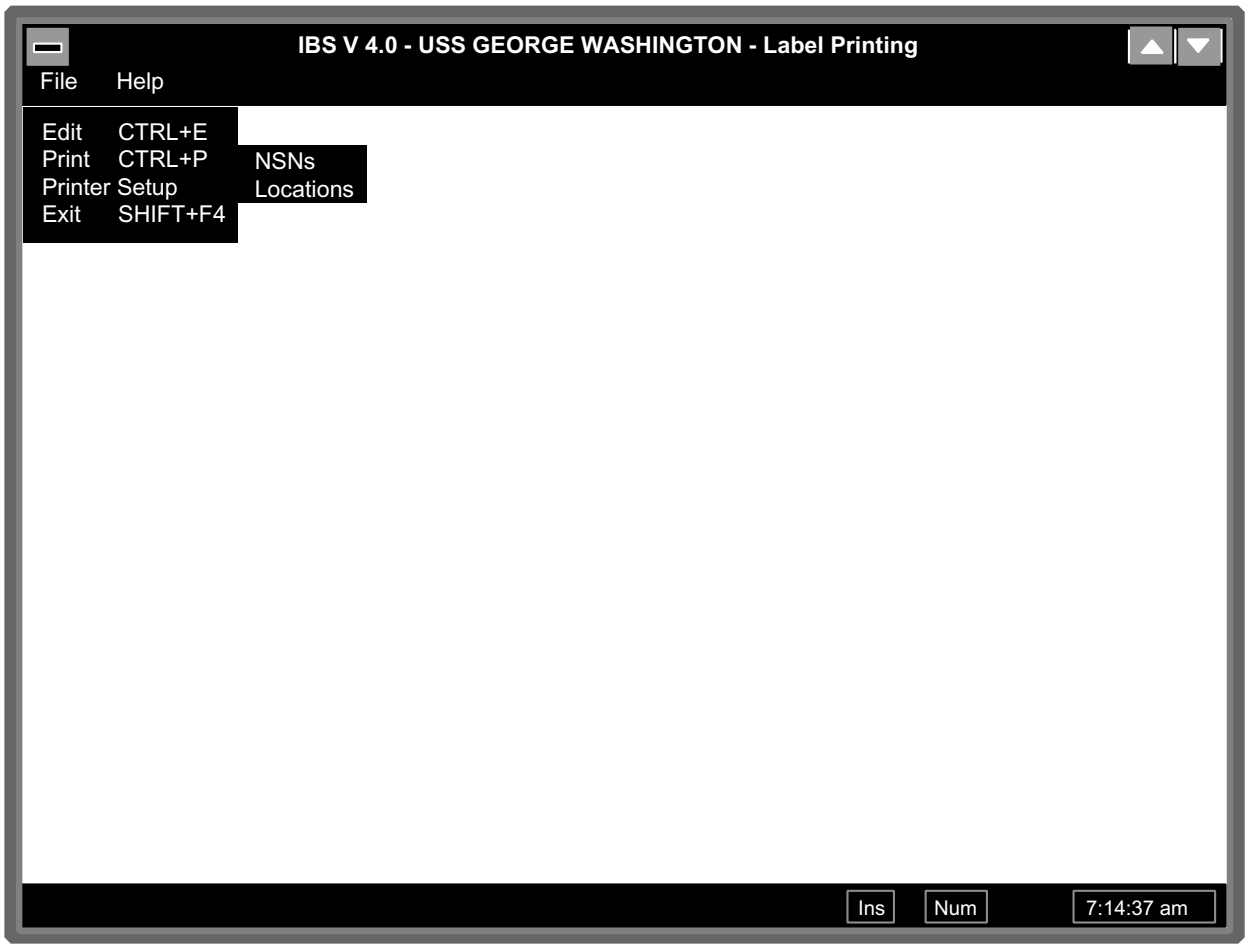


Figure 35

a. General. This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

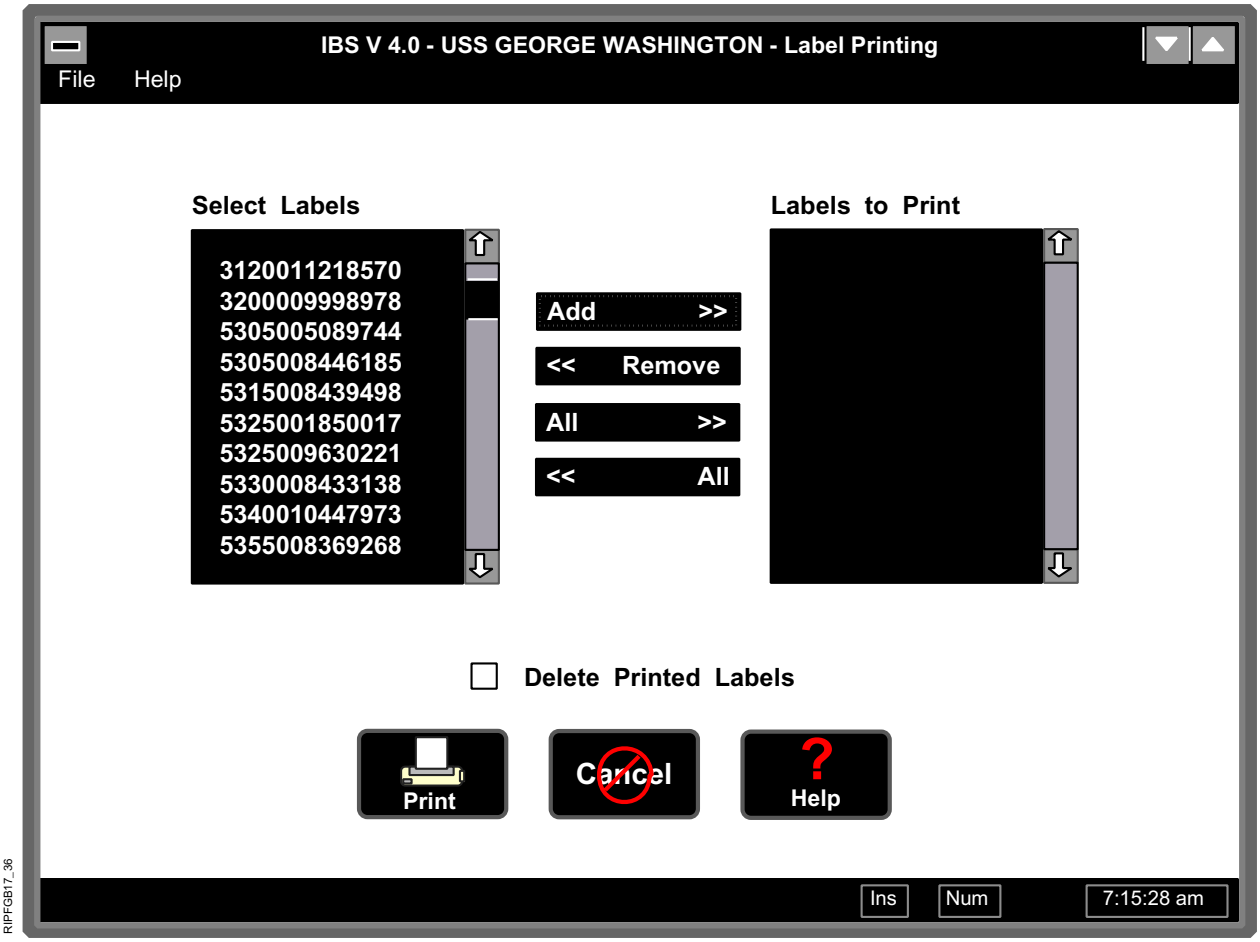


Figure 36

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Ensure you connected the IBS label printer to the PC correctly and then, select the Label Printing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Print Option from the File Submenu and the NSNs or Locations Option from the Print Submenu.

(8) Step 8. Select the particular label you wish to print and then select the Add Option. (The NSN record automatically moves from the Select Labels Column to the Labels to Print Column.) If you wish to print labels for more than one NSN record, hold down the SHIFT key as you select the various records.

NOTE: If you wish to print all labels in the Select Labels Column, select the appropriate All Option. If you wish to remove a record from the Labels to Print Column, select it and then the Remove Option. If you wish to remove all records from the Labels to Print Column, select the appropriate All Option.

(9) Step 9. Select the Delete Printed Labels Option if you wish to erase the records from file after printing.

(10) Step 10. Select the Print Option to continue. (If you select the Cancel Option, the program aborts this process without printing labels.)

(11) Step 11. When the labels finish printing, forward them to the appropriate storage area.

3. Edit Bar-code Labels.

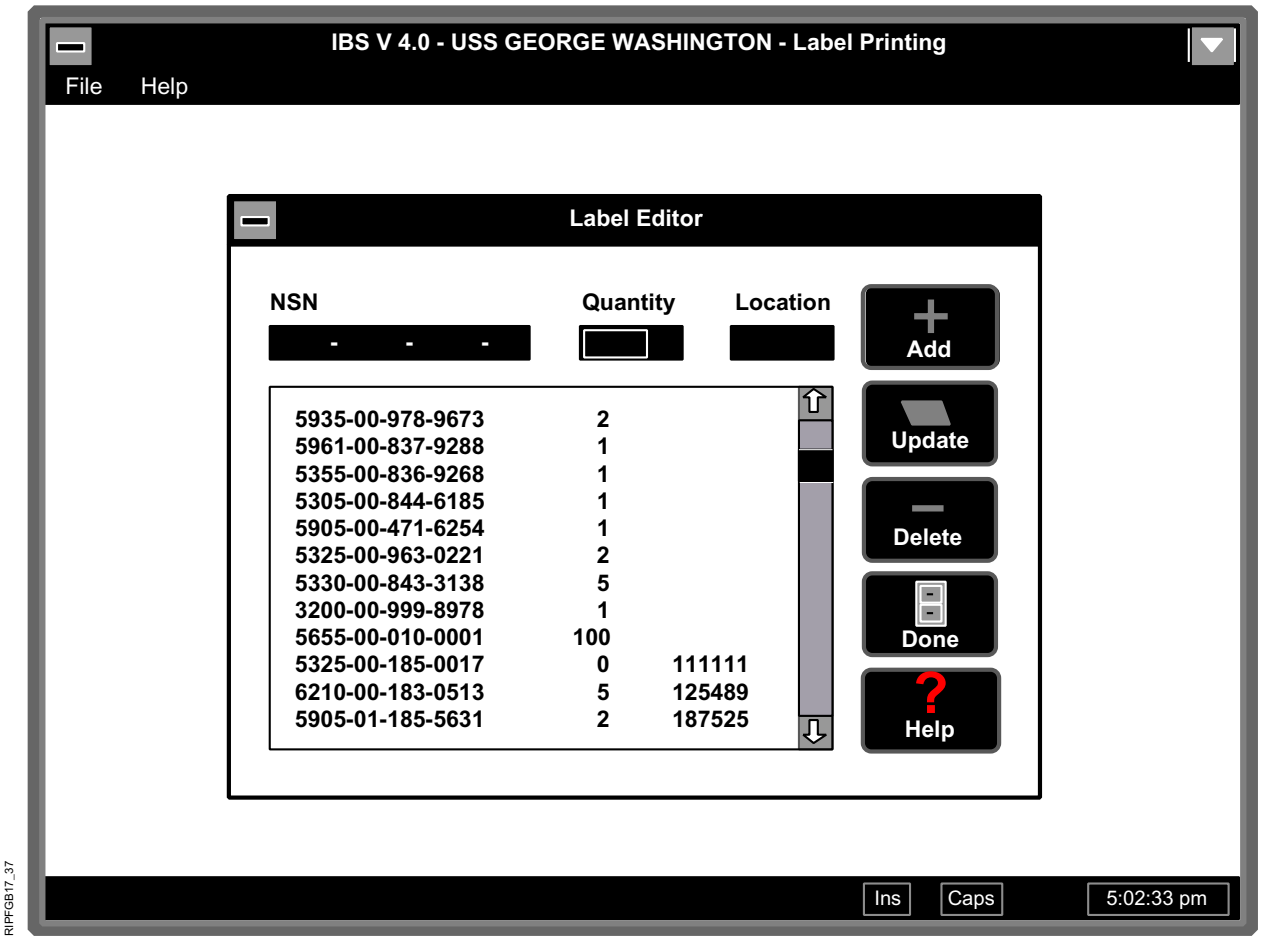


Figure 37

a. General. This function allows you to modify bar-code records in the Print File or to add or delete records.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Edit Option from the File Submenu.

(8) Step 8. Select the record you wish to modify or delete from those that appear on the screen.

(9) Step 9. Select the data field you wish to edit, type over that data, and then select the Update Option.

NOTE: If you wish to add a record, select the Add Option, then select the NSN data field and begin typing in data. When you finish, select the Update Option to input the record to the file. If you wish to delete a record, select the record and then the Delete Option.

(10) Step 10. When you finish editing, select the Done Option to save your edits.

4. Select a Bar-code Printer Setup.

a. General. This function allows you to set up the type of printer you will use to produce bar-code labels.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Printer Setup Option from the File Submenu.

(8) Step 8. Select a printer from those shown on the screen and then select the OK Option. (If you select the Cancel Option, the program aborts this process without selecting a printer.)

5. Import OMC Data.

a. General. This function allows you to import RIP data from an optical memory card (OMC) that comes with receipt material from a supply activity, if you have an OMC reader and writer. The system processes incoming OMC data as follows:

(1) Auto RIPs Option. In this process, the system transfers data from an optical memory card directly to IBS in RIP format. This eliminates the need to scan RIP documents.

(2) RIP/OMC ROD Option. In this process, the system builds a database of incoming OMC data (OMC.DBF) for comparison to data from IBS RIP scanners during transfer to the IBS workstation. The system then stores any difference data that results from this comparison in a ROD database (ROD.DBF). The system can access this data to generate reports of discrepancy and OMC scanner differences reports.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Import Option from the File Submenu.

(8) Step 8. Select the Printer Option to generate a report that contains the import data. (If you only wish to view it, select the Screen Option. Ensure the printer is on-line if you select to print transfer reports. If you do not wish a report nor do you wish to view the data, select the No Report Option.)

(9) Step 9. Enter the path you wish to use for this transfer process.

(10) Step 10. Select the Import OMC Data Option and insert the OMC containing remote RIP data into the reader.

(11) Step 11. Select the OK Option to continue this process. (If you select the Cancel Option, the program aborts this process without importing data.)

6. View Optical Card Files.

a. General. This function allows you to search for and view a particular file on the OMC in the reader.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Receipt Processing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Receipt Processing Menu Screen.

(7) Step 7. Select the Utilities Option from the File Submenu.

(8) Step 8. Select the View Optical Card Option from the Utilities Submenu.

(9) Step 9. Select one of the following from the Field to Search Data Block:

(a) Document number,
(b) National stock number,
(c) Unit of issue,
(d) Cognizance symbol (distribution code),
(e) Unit price,
(f) Transportation control number.

(The system will attempt to locate the record you specify by the selection criteria you enter.)

(10) Step 10. Select the order (sequence) in which you wish the system to sort the records on file for viewing on the screen. (The Document Number Option is the only option available as of this printing.)

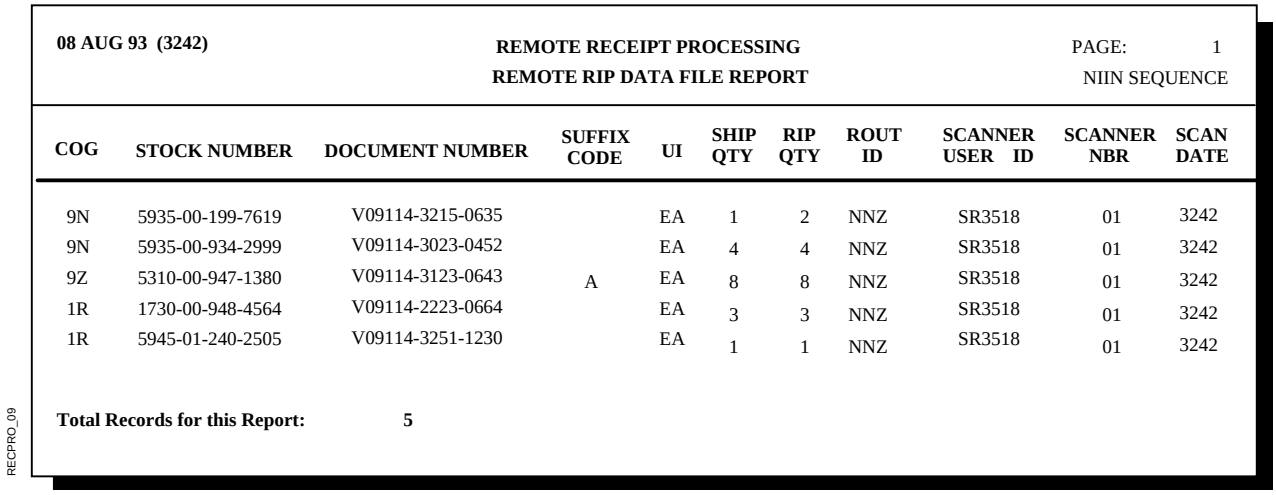
(11) Step 11. Enter the exact data that you want the system to use to search for a particular record.

(12) Step 12. Select the Search Option to begin the search process. Repeat the steps above as necessary to search for other records.

(13) Step 13. Select the Done Option when you finish to return the system to the Receipt Processing Menu Screen.

H. REMOTE RIP REPORTS

1. RIP Data File Report.



08 AUG 93 (3242) REMOTE RECEIPT PROCESSING PAGE: 1
REMOTE RIP DATA FILE REPORT NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SUFFIX CODE	UI	SHIP QTY	RIP QTY	ROUT ID	SCANNER USER ID	SCANNER NBR	SCAN DATE
9N	5935-00-199-7619	V09114-3215-0635		EA	1	2	NNZ	SR3518	01	3242
9N	5935-00-934-2999	V09114-3023-0452		EA	4	4	NNZ	SR3518	01	3242
9Z	5310-00-947-1380	V09114-3123-0643	A	EA	8	8	NNZ	SR3518	01	3242
1R	1730-00-948-4564	V09114-2223-0664		EA	3	3	NNZ	SR3518	01	3242
1R	5945-01-240-2505	V09114-3251-1230		EA	1	1	NNZ	SR3518	01	3242

Total Records for this Report: 5

RECPRO_09

Figure 38

This report lists all the RIP records for stock material residing in the Remote Receipt Data File. Use this report to verify source documents for stock material that personnel recorded in the IBS Program as receipt-in-process (RIP) transactions using remote mode. Then, managers can review data and effect corrective actions (for any data that personnel entered erroneously) before exporting or importing receipt data. Provide this report on a daily basis to the Receipt Processing Coordinator.

2. RIP/DTO Data Exception Report.

30 AUG 93 (3242) REMOTE RIP/DTO DATA EXCEPTION REPORT PAGE 1
REMOTE SITE IMPORT

DOCUMENT NUMBER	SUFFIX CODE	COG	STOCK NUMBER	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCAN DATE	EXCEPT CODE	**ON FILE** QTY	**ON FILE** DATE
V09114-1223-0664	A	9N	1730-00-948-4564	EA	3	2	NNZ	41.50	SR3518	3242	02	3	3241

NOTE: THIS REPORT DEPICTS THOSE RECORDS WHICH HAVE BEEN PREVIOUSLY SCANNED AND REQUIRE RESEARCH.

EXCEPTION CODES:
01 - DUPLICATE STOCK RIP
02 - DUPLICATE STOCK RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
03 - DUPLICATE STOCK RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)
04 - DUPLICATE DTO RECEIPT
05 - DUPLICATE DTO RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
06 - DUPLICATE DTO RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)

TOTAL RECORDS FOR THIS REPORT: 1

RECPRO_14

Figure 39

a. Features. This report lists records whose file information differs from that you imported from a system with a configuration for remote-site processing. The records that appear on this report have one of the following exception codes describing the reason for the difference:

(1) Code 01. Duplicate Stock RIP. This code applies to records for stock material that personnel processed twice. When you verify that a RIP record is truly a duplicate, delete it using the Receipt File Maintenance Function.

(2) Code 02. Duplicate Stock RIP. This code applies to records for stock material whose receipt quantity differs from the quantity on file. This condition can be the result of two different individuals processing transactions for the same item using different quantities. It also can result from one individual scanning bar-coded data while another manually enters a different quantity for the same item. Verify which quantity is correct and delete the erroneous entry.

(3) Code 03. Duplicate Stock RIP. This code applies to records for stock material whose receipt date differs from the date on file. The same situations that apply to Code 02 above apply here except that the differing data is the date rather than the quantity. Processing procedures are the same.

(4) Code 04. Duplicate DTO Receipt. This code applies to records for DTO material that personnel processed twice. When you verify that the DTO receipt record is truly a duplicate, delete it using the Receipt File Maintenance Function.

(5) Code 05. Duplicate DTO Receipt. This code applies to records for DTO material whose receipt quantity differs from the quantity on file. This condition can be the result of two different individuals processing transactions for the same item using different quantities. It also can result from one individual scanning bar-coded data while another manually enters a different quantity for the same item. Verify which quantity is correct and delete the erroneous entry.

(6) Code 06. Duplicate DTO Receipt. This code applies to records for DTO material whose receipt date differs from the date on file. The same situations that apply to Code 05 apply here except that the differing data is the date rather than the quantity. Processing procedures are the same.

This report allows managers to identify transactions that the IBS Program processed, but that will not process in SUADPS-RT because of erroneous conditions. By minimizing the number of errors going into SUADPS-RT, you will lessen their impact on the Suspense Report. This in turn reflects on the overall effectiveness of supply operations. When reviewing the report, managers should pay careful attention to the exception code, the shipment quantity, and the quantity and date of receipt. These are the areas that did not match internal validation attributes.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the S-6 Officer,
(5) Weekly to the Stores Officer,
(6) Weekly to the Quality Assurance Officer.

I. RECEIPTS STILL IN PROCESS REPORTS

1. Receipts Aged 0 to 4 Days Report.

02 March 94 (4061) **RIP MANAGEMENT REPORTS** Page: 1
Option: Both **AGED 0-4 DAYS REPORT** NIIN Sequence

COG	Stock Number	Document Number	Suffix Code	UI	Ship Qty	RIP Qty	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
6R	4544-00-898-6544	V21412-4011-EW33		EA	12	12	N32	5.45	PJ1354	N/A	4061
7H	1111-00-111-1111	V21412-4049-1000		EA	12	122	N32	0.12	SJ3104	N/A	4049
7G	2222-00-222-2222	V21412-3211-1100		EA	1	1	N32	2.32	RJ7166	N/A	4060
7R	2222-00-222-2222	V21412-0112-1222		EA	32	32	N32	3.23	SJ3104	N/A	4061
9N	2323-00-233-3333	V21412-4049-1007		EA	12	2	NNZ	0.34	TWM003	N/A	4049
9Z	3232-00-323-2323	V21412-4023-1323		PR	12	12	N32	0.23	TOM003	N/A	4049
2R	3232-00-323-2323	V21412-4032-1233		EA	232	232	NNZ	1.22	BJ0001	N/A	4049

Total Records for this Report: 7

RECPRO_15

Figure 40

This report lists receipt transactions for both consumable and repairable stock material. This is material that personnel entered to the IBS Program using the RIP Function within the last four days. Use the report to verify transactions the system processed and monitor the performance of receipt and stow team personnel in receipt and stowage procedures. The Scan Date Data Field on the report shows the date on which personnel processed transactions through the RIP Function. The IBS Program itself determines the oldest-to-newest sequence. Provide this report on a daily basis to the Receipt Processing Coordinator.

2. Receipts Aged 5 to 9 Days Report.

02 March 94 (4061) RIP MANAGEMENT REPORTS Page: 1
Option: Both AGED 5-9 DAYS REPORT NIIN Sequence

COG	Stock Number	Document Number	Suffix Code	UI	Ship Qty	RIP Qty	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
6R	4544-00-898-6544	V21412-4011-EW33		EA	12	12	N32	5.45	PJ1354	N/A	4061
7H	1111-00-111-1111	V21412-4049-1000		EA	12	122	N32	0.12	SJ3104	N/A	4049
7G	2222-00-222-2222	V21412-3211-1100		EA	1	1	N32	2.32	RJ7166	N/A	4060
7R	2222-00-222-2222	V21412-0112-1222		EA	32	32	N32	3.23	SJ3104	N/A	4061
9N	2323-00-233-3333	V21412-4049-1007		EA	12	2	NNZ	0.34	TWM003	N/A	4049
9Z	3232-00-323-2323	V21412-4023-1323		PR	12	12	N32	0.23	TOM003	N/A	4049
2R	3232-00-323-2323	V21412-4032-1233		EA	232	232	NNZ	1.22	BJ0001	N/A	4049

Total Records for this Report: 7

RECPRO_16

Figure 41

a. Features. This report lists receipt transactions for both consumable and repairable stock material. This is material that personnel entered to the IBS Program using the RIP Function between five and nine days before the current date. Use the report to verify transactions the system processed and monitor the performance of receipt and stow team personnel in receipt and stowage procedures. The Scan Date Data Field on the report shows the date on which personnel processed transactions through the RIP Function. The IBS Program itself determines the oldest-to-newest sequence.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Daily to the Material Division Officer,
(3) Weekly to the Stock Control Officer,
(4) Weekly to the Aviation Support Officer,
(5) Weekly to the Quality Assurance Officer.

3. Receipts Aged 10 to 14 Days Report.

02 March 94 (4061) RIP MANAGEMENT REPORTS Page: 1
Option: Both AGED 10-14 DAYS REPORT NIIN Sequence

COG	Stock Number	Document Number	Suffix Code	UI	Ship Qty	RIP Qty	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
6R	4544-00-898-6544	V21412-4011-EW33		EA	12	12	N32	5.45	PJ1354	N/A	4061
7H	1111-00-111-1111	V21412-4049-1000		EA	12	122	N32	0.12	SJ3104	N/A	4049
7G	2222-00-222-2222	V21412-3211-1100		EA	1	1	N32	2.32	RJ7166	N/A	4060
7R	2222-00-222-2222	V21412-0112-1222		EA	32	32	N32	3.23	SJ3104	N/A	4061
9N	2323-00-233-3333	V21412-4049-1007		EA	12	2	NNZ	0.34	TWM003	N/A	4049
9Z	3232-00-323-2323	V21412-4023-1323		PR	12	12	N32	0.23	TOM003	N/A	4049
2R	3232-00-323-2323	V21412-4032-1233		EA	232	232	NNZ	1.22	BJ0001	N/A	4049

Total Records for this Report: 7

RECPRO_17

Figure 42

a. Features. This report lists receipt transactions for both consumable and repairable stock material. This is material that personnel entered to the IBS Program using the RIP Function between 10 and 14 days before the current date. Use the report to verify transactions the system processed and monitor the performance of receipt and stow team personnel in receipt and stowage procedures. The Scan Date Data Field on the report shows the date on which personnel processed transactions through the RIP Function. The IBS Program itself determines the oldest-to-newest sequence.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Daily to the Material Division Officer,
(3) Weekly to the Stock Control Officer,
(4) Weekly to the Aviation Support Officer,
(5) Weekly to the Quality Assurance Officer.

4. Receipts Aged Over 14 Days Report.

02 March 94 (4061) RIP MANAGEMENT REPORTS Page: 1
Option: Both AGED OVER 14 DAYS REPORT NIIN Sequence

COG	Stock Number	Document Number	Suffix Code	UI	Ship Qty	RIP Qty	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
6R	4544-00-898-6544	V21412-4011-EW33		EA	12	12	N32	5.45	PJ1354	N/A	4061
7H	1111-00-111-1111	V21412-4049-1000		EA	12	122	N32	0.12	SJ3104	N/A	4049
7G	2222-00-222-2222	V21412-3211-1100		EA	1	1	N32	2.32	RJ7166	N/A	4060
7R	2222-00-222-2222	V21412-0112-1222		EA	32	32	N32	3.23	SJ3104	N/A	4061
9N	2323-00-233-3333	V21412-4049-1007		EA	12	2	NNZ	0.34	TWM003	N/A	4049
9Z	3232-00-323-2323	V21412-4023-1323		PR	12	12	N32	0.23	TOM003	N/A	4049
2R	3232-00-323-2323	V21412-4032-1233		EA	232	232	NNZ	1.22	BJ0001	N/A	4049

Total Records for this Report: 7

RECPRO_18

Figure 43

a. Features. This report lists receipt transactions for both consumable and repairable stock material. This is material that personnel entered to the IBS Program using the RIP Function more than 14 days before the current date. Use the report to verify transactions the system processed and monitor the performance of receipt and stow team personnel in receipt and stowage procedures. The Scan Date Data Field on the report shows the date on which personnel processed transactions through the RIP Function. The IBS Program itself determines the oldest-to-newest sequence.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Receipt Processing Coordinator,
(2) Daily to the Material Division Officer,
(3) Daily to the Stock Control Officer,
(4) Daily to the Aviation Support Officer,
(5) Weekly to the Quality Assurance Officer,
(6) Weekly to the Stores Officer.

5. All Receipts in Process Report.

02 March 94 (4061) RIP MANAGEMENT REPORTS Page: 1
Option: Both All RIPs REPORT NIIN Sequence

COG	Stock Number	Document Number	Suffix Code	UI	Ship Qty	RIP Qty	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
6R	4544-00-898-6544	V21412-4011-EW33		EA	12	12	N32	5.45	PJ1354	N/A	4061
7H	1111-00-111-1111	V21412-4049-1000		EA	12	122	N32	0.12	SJ3104	N/A	4049
7G	2222-00-222-2222	V21412-3211-1100		EA	1	1	N32	2.32	RJ7166	N/A	4060
7R	2222-00-222-2222	V21412-0112-1222		EA	32	32	N32	3.23	SJ3104	N/A	4061
9N	2323-00-233-3333	V21412-4049-1007		EA	12	2	NNZ	0.34	TWM003	N/A	4049
9Z	3232-00-323-2323	V21412-4023-1323		PR	12	12	N32	0.23	TOM003	N/A	4049
2R	3232-00-323-2323	V21412-4032-1233		EA	232	232	NNZ	1.22	BJ0001	N/A	4049

Total Records for this Report: 7

RECPRO_19

Figure 44

a. Features. This report lists receipt transactions for both consumable and repairable stock material. This is material that personnel entered to the IBS Program using the RIP Function but did not process through the Stow Function. You need to review any transaction that has been in process for more than five days. If a record requires action, initiate procedures to achieve and maintain overall percentages within TYCOM standards.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Stores Officer,
(2) Daily to the Stock Control Officer,
(3) Daily to the Aviation Support Officer,
(4) Daily to the Material Division Officer
(5) Daily to the Receipt Processing Coordinator,
(6) Weekly to the Supply Officer.

6. Summary Report.

02 March 94 (4061) RECEIPT IN PROCESS (STOCK MATERIAL) PAGE 1
ALL RIP DATA SUMMARY REPORT

	Consumables		Repairables		Overall Totals	
Aged 0 to 4 Days:	5	(33%)	3	(20%)	8	(53%)
Aged 5 to 9 Days:	0	(0%)	0	(0%)	0	(0%)
Aged 10 to 14 Days:	4	(27%)	3	(20%)	7	(47%)
Aged Over 14 Days:	0	(0%)	0	(0%)	0	(0%)
Receipt in Process Totals:	9	(60%)	6	(40%)	15	(100%)

RECPRO_20

Figure 45

a. Features. This report provides percentages for receipt transactions that personnel entered to the IBS Program using the RIP Function but did not process through the Stow Function. Information on the report appears by age category.

b. Distribution. The distribution for this report is as follows:

(1) Weekly to the Quality Assurance Officer,
(2) Weekly to the Receipt Processing Coordinator,
(3) Monthly to the Material Division Officer.

J. SHIPMENT DIFFERENCES REPORTS

1. Quantity Received Less Than Quantity Shipped Report.

29 MARCH 94 (4088) RIP DIFFERENCE REPORT PAGE: 1
Option: Both QUANTITY RECEIVED LESS THAN QUANTITY SHIPPED NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SUFFIX CODE	UI	SHIP QTY	RIP QTY	ROUTE ID	UNIT PRICE	SCANNER USER ID	SCANNER NBR	SCAN DATE
9N	6210-00-176-6082	V21412-1212-0199		EA	5	3	NNZ	100.00	RWJ123	N/A	4083
9Z	4820-00-276-2719	V21412-1197-0345		EA	6	4	NNZ	0.01	RWJ123	N/A	4083
9Q	5325-01-043-6056	V21412-1203-1194		EA	8	7	NNZ	5.37	RWJ123	N/A	4083

Total Records for this Report: 3

RECPRO_21

Figure 46

a. Features. This report lists all records whose receipt quantities are smaller than the shipment quantities. This condition may be the result of any of the following situations:

(1) The difference in count was actually a loss in shipment. If the transaction is a true loss in shipment, allow it to process into SUADPS-RT to create the appropriate inventory and financial adjustment transaction.

(2) Personnel did not properly mark or identify material with the appropriate shipping data. Identify and label the material accordingly to allow personnel to record the transaction and retain the receipt for future reference.

(3) A member of the receiving team miscounted the amount of receipt material. Verify the quantity and record the correct count.

(4) Personnel at the shipping activity failed to change the shipment quantity on the document when they pack material in a lessor quantity than the request quantity. Process in the same manner as a loss in shipment.

(5) Someone misplaced or pilfered the material before personnel recorded the receipts. Unless you can prove pilferage beyond a doubt, you must process a transaction for the difference as a loss in shipment or charge it to the OPTAR as a survey.

(6) Personnel manually entered data incorrectly. If you identify the discrepancy before extracting data for entry to SUADPS-RT, correct the figures using the Receipt Control Data Maintenance Function.

You must verify both the receipt quantity as well as the shipment quantity.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Material Division Officer,
(2) Daily to the Quality Assurance Officer,
(3) Daily to the Receipt Processing Coordinator,
(4) Weekly to the Stock Control Officer,
(5) Weekly to the Aviation Support Officer,
(6) Monthly to the Stores Officer.

2. Quantity Received Greater Than Quantity Shipped Report.

02 March 94 (4061) **RIP DIFFERENCE REPORT** Page: 1
Option: Both **QUANTITY RECEIVED GREATER THAN QUANTITY SHIPPED** NIIN Sequence

COG	Stock Number	Document Number	UI	Ship Qty	RIP Qty	Route ID	Unit Price	Scanner User ID	Scanner Number	Scan Date
7H	1111-00-111-1111	V21412-4049-1000	EA	1	2	N35	1500.00	TR1774	N/A	4049
9Z	2323-00-232-3233	V21412-4049-1005	EA	12	34	S9A	0.12	TR1774	N/A	4049
9N	2323-00-232-3323	V21412-4033-1299	EA	122	222	NNZ	2.32	TR1774	N/A	4049
9N	2323-00-232-3332	V21412-4049-1107	EA	100	200	NNZ	23.23	TR1774	N/A	4049
7R	3232-00-323-2344	V21412-4033-1000	EA	1	2	N32	100.00	TR1774	N/A	4049
9C	3434-00-343-4444	V21412-4005-1125	EA	12	21	NNZ	0.43	TR1774	N/A	4049

Total Records for this Report: 6

RECPRO_23

Figure 47

a. Features. This report lists all the records whose receipt quantities are larger than the shipment quantity. This condition may be the result of any of the following situations:

(1) Personnel at the supplying activity probably made an error in count while packing material. Often, the extra quantity is for another ship. Check the UIC on the document and, if this is the case, correct the record in the RIP Data File and ship the material to the appropriate requisitioner.

(2) The unit pack requires the issue of an entire package to prevent damage. The supplier failed to account for this and thus did not adjust the quantity on the document. Process the receipt quantity and record the excess as a gain in shipment.

(3) Receiving personnel counted a similar container with different document and NSN numbers and then changed the quantity on the receipt document. Correct discrepancies while the record is still within the IBS Program. If the record is no longer in the IBS Program, make the adjustments in SUADPS-RT.

(4) Personnel requested material using two or more separate document identifiers but received it under only one. Correct the receiving error on either IBS or SUADPS-RT files, whichever applies.

NOTE: Do not ignore receipt processing discrepancies while records are still on the IBS Program. Otherwise, you may create more complicated inventory and financial problems when you select to transfer records to SUADPS-RT. The advantage to correcting records, while still in the IBS Program, is the need to process only one record file. On the SUADPS-RT side, the corrections require processing of more than one record file. In addition, if you don't adjust records on the appropriate files, you can initiate an entire chain of problems.

Verify both the receipt quantity and the shipment quantity.

b. Distribution. The distribution for this report is as follows:

(1) Daily to the Material Division Officer,
(2) Daily to the Quality Assurance Officer,
(3) Daily to the Receipt Processing Coordinator,
(4) Weekly to the Stock Control Officer,
(5) Weekly to the Aviation Support Officer,
(6) Monthly to the Stores Officer.

K. RECOMMENDATIONS

1. General. This section provides detailed suggestions for proper processing that come from the lessons we have learned in the past. It provides as well a list of the publications we consider of most importance in this particular area of expertise.

2. Lessons Learned. The following is a list of problems we have encountered, their causes, and actions we recommend you execute as a part of routine business to prevent them:

a. Excessively Large C&H Listing.

(1) Cause. If you fail to use the IBS Program to process inventory data, you increase the probability of processing erroneous transactions. These transactions will then appear on the Listing of Unmatched Transactions for Captions C&H.

(2) Action. Use the IBS Program routinely to ensure the quick and accurate processing of inventory data.

b. Insufficient Memory Capacity

(1) Cause. The IBS Program should have no less than 8 mb of memory to execute efficiently. When attempting to access the IBS Program, the message "Too many applications open. Close applications, and start again." may appear.

(2) Action. A NAVMASSO technical advisory requires that IBS applications be program coded to the PC.

c. PC Locks Up When Transferring Data.

(1) Cause. This problem is generally maintenance-related.

(2) Action. Contact the personnel responsible for maintenance. If you require further assistance, contact MTAT personnel.

d. Reduced Level of Charge on NiCad Battery Pack.

(1) Cause. You repeatedly discharge the battery only partially before recharging it. Over time the battery, through this conditioning, will be unable to achieve a full charge. This problem is known as memory effect.

(2) Action. To prevent memory effect, maintain one fully charged spare battery for every two scanners. Remove a battery from the scanner only when it indicates a low charge. Replace the battery with a fully charged battery. Recharge the battery that has a low charge. Use the discharge feature of the charging unit before charging each battery.

e. Scanner QA Processing Experiences Abnormal Termination.

(1) Cause. You scheduled a large process (more than 5000 items) as a single job. *This is not the same problem as transferring too many records to one scanner.*

(2) Action. Any time an error message appears, write it down and research the problem. If you do not understand the problem or correction, contact ADP or MTAT personnel for assistance. Do not attempt to modify, rename, or delete any IBS work files using DOS procedures.

f. Unable to Import Data to Databases.

(1) Cause. The IBS Program requires certain .pif file settings on your IBS PC to operate efficiently. If the settings are different from the standard layout, the program will not be able to import data to the databases after transferring it from the Host.

(2) Action. Ensure you follow the file setup procedures as described in installation information.

g. Windows Will Not Release Terminal Emulator.

(1) Cause. The Windows Program may require the slight tapping of ESC and ALT keys to release the terminal emulator process.

(2) Action. Ensure you include these key strokes whenever you attempt to access the terminal emulator.

3. References. The following are the references and sources we recommend you use when you require additional information:

a. CNAL/CNAPINST 4440.1 (Series),
b. SUADPS-RT Support Procedures,
c. Automated SNAP I Supply Procedures Manual (NAVSUP P-567).

L. SMA INTEREST ITEMS

1. General. This section provides details of the most common discrepancies found during a Supply Management Assessment (SMA). Refer to this section often to ensure you maintain your standards up to or better than those that your type commander prescribes.

2. Material Receipt.

a. Have ship's personnel established a central receiving area?

b. Do receiving personnel process a receipt-in-process (RIP) transaction for every aviation and nonaviation NSN stock, DTO, and DTO proof-of-delivery receipts before distributing to the appropriate storeroom or consignee?

c. Do personnel use the Receiving Module of the Integrated Barcode System (IBS) to accomplish RIP processing?

d. Have ship's personnel established procedures to transfer RIP from a remote-site PC to the normal-site PC at least once a day?

e. Is the Receipt Processing Coordinator an E-5 (or above) petty officer?

f. Does the IBS Coordinator generate and distribute IBS receipt-processing management reports daily to the appropriate personnel?

g. Do ADP personnel schedule at least one SUADPS-RT receipt-processing update every day? Do they schedule additional updates as the receipt-processing workload warrants?

h. Are the Receipt Processing Coordinator, Stock Control Officer, Suspense Processing Storekeeper, and ADP Supervisor familiar with the tools necessary to verify that IBS receipts processed successfully in a SUADPS-RT receipt-processing update?

i. Do ship's personnel file all receipt documents in a Julian-date and serial-number sequence in the Stock Control History File?

j. Do they retain all receipt documents in Stock Control?

k. Do they file all 7_ COG and APA stock and DTO receipts separately from NSA consumable stock and DTO receipts?

l. Is there a supply department instruction that contains internal receipt-processing procedures and flow charts that depict both material and document flow under a central IBS receipt-processing concept?

m. Have ship's personnel established procedures to document the movement of material that requires signature control?

n. Have they established a secure area for the storage of material that requires special control?

o. Do personnel conduct a QA check of 100% of all transactions for repairable material with cognizance symbols that begin with the numbers 2, 4, 6, 7, and 8?

p. Do they conduct a QA check of 100% of all transactions for consumable material with a dollar value greater than $3,000?

q. Do they prepare dummy receipts for all material they receive without paperwork? Do dummy receipts contain all the information they require to aid in proper research?

r. Do Stock Control personnel conduct causative research on dummy receipts to ensure proper processing and posting to SUADPS-RT?

s. Do they retain and file dummy receipts in the Stock Control History File?

3. IBS Receipt Processing Management Tools.

a. Does the Receipt Processing Coordinator review and process remote receipt data reports?

b. Do personnel review and process daily, weekly, and monthly receipt-management reports that monitor receipt processing-requirements?

M. CHECK-OFF LIST

1. General. This section lists the various procedures necessary to the proper execution of your duties as the IBS Coordinator. These steps are in the sequence that will help ensure successful completion of your taskings.

2. RIP-processing Procedures. The function includes the identification and stowage of material that you previously requisitioned. In addition, it includes recording all these actions. A break-down in receipt-processing procedures has a greater negative impact on whether personnel in the Supply Department can execute assigned tasks than any other factor.

a. Identify and Inspect Material. Personnel must properly identify and inspect incoming supplies. This includes all material from DLA or GSA activities and open-purchase material.

b. Determine the Destination of Material. Proper receipt and distribution practices are basic requirements for maintaining inventory and financial accuracy. The receipt document and the markings on the material itself identify stock and DTO as well as material requiring special handling.

c. Segregate and Maintain Control of Material. Receiving personnel must segregate incoming material into stock and DTO. Then, they must segregate all stock by storeroom and turn it over to the custodian. They will turn over DTO material to the proper customer. They will turn over all depot-level-repairable (DLR) items to the DLR custodian.

d. Record and Report Discrepancies. Receiving personnel must report all material that is either damaged, lost, or stolen. They also must initiate the proper paper work for all discrepancies.

e. Prepare Scanners for RIP Processing. The IBS Coordinator must prepare scanners for RIP processing. Receiving personnel must not scan more than 300 records into a single scanner.

f. Process Incoming Material. Scan bar codes or key in data from receipt documents for all material.

g. Transfer RIP Data to the PC. Transfer all RIP data from scanner to the PC and print the download report.

h. Edit RIP Data. Edit RIP data using the Receipt Processing RIP Edit screen, if necessary.

i. Print Management Reports. Generate all applicable management reports and distribute them to the appropriate individuals.

j. Print Bar-code Labels as Necessary.

COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

LESSON PLAN
SECTION 7

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IA: RIP MANAGEMENT

SECTION 7: LESSON PLAN

1. Introduction. Attached to this cover sheet is the lesson plan that will allow you to train other personnel in the requirements and demands of your position. This lesson plan is the following: IBS Coordinator Procedures for RIP Processing (II-C.17). After you successfully complete your studies and earn full qualification in the RIP-processing arena, you may begin to train other personnel in procedures and processing in this area.

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COMNAVAIRLANT

IBS COORDINATOR PROCEDURES FOR RIP PROCESSING LESSON PLAN II-C.17

(Classroom Time 30 Minutes)

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

CNALMTATPUB
IBSFLP - 019
REV: SEPT 00

A. INTRODUCTION

- The receiving process involves the identification, stowage, and issue of material that you previously requisitioned. In addition, it includes recording all these actions. More than anything else, a breakdown in receipt-processing procedures has a greater negative impact on whether personnel in the Supply Department can execute taskings.

B. PRESENTATION

- **Program Scanners.** The ideal way to process receipt data is to program two different sets of scanners for receipt processing. Receiving personnel will use the first set to enter receipt-in-process (RIP) data; storeroom personnel will use the second set to scan stow data.

- **RIP Scanner Procedures.**

  - **General.** This function allows you to ensure all scanners are ready for receiving personnel to use before beginning RIP procedures.

  - **Processing.** The procedures for this process are as follows:

    - Step 1. Select the Receiving Option from the Main Menu Screen on the scanner by pressing numeric key 3.

    - Step 2. Next, select the RIP Option by pressing numeric key 1.

    - Step 3. Press alphabetic key N in response to the prompt "Do immediate stow after each RIP?"

    - Step 4. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to receiving personnel.

- **Issue Scanners to Personnel.** Distribute the scanners you programmed for RIP processing to personnel on the receiving team. They must proceed to the receiving area and select material to scan or manually key in the data. All personnel must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

  , Damage to the scanner,
  , Failure of the battery,
  , Problems with key entry.

- **Transfer RIP Data From Scanners to the PC.**

  , **General.** This function allows you to transfer RIP data in an INTERMEC scanner reader to a PC for additional processing. As personnel return scanners containing receipt data, transfer the data to the PC for processing into receipt master files. This process is the same regardless of which of the following types of data a scanner contains:

    ✥ Stock RIP data,
    ✥ Stock stow data,
    ✥ DTO data for material that does not require POD,
    ✥ DTO data for material that requires POD.

  , **Processing.** The procedures for this process are as follows:

    ✥ Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

    ✥ Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

    ✥ Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen.

    ✥ Step 4. Enter the password you selected for this process.

- Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

- Step 6. Select the Scanner Option from the Receipt Processing Menu Screen.

- Step 7. Select the Transfer From Scanner Option on the Scanner Submenu.

- Step 8. Ensure you connect the scanner download cable securely to both the scanner and the PC, and then press numeric key 6 on the scanner.

- Step 9. The system now prompts you to decide whether you wish to transfer data from the scanner to the PC. Select the OK Option to continue this process.

- **Review RIP Scanner Reports.** After you transfer scanner data to the PC, the system generates scanner data transfer reports. Then, it processes data into receipt master files and, if it finds any discrepancies, generates error and exception reports. The reports are as follows:

, Download Report.

30 AUG 93 (3242) RECEIPT IN PROCESS SCANNER PAGE 1
RIP SCANNER: 01 DOWNLOAD REPORT NIIN SEQUENCE

COG	STOCK NUMBER	DOCUMENT NUMBER	SHIP QUANTITY	STOW QUANTITY	STOW LOCATION	SCANNER USER ID	SCAN DATE	NIIN LABELS	LOCS LABELS
9P	5935-00-199-7619	V09114-3215-0635	1	1		SR3518	3242	0	0
9N	5935-00-934-2999	V09114-3023-0452	4	4		SR3518	3242	1	1
9Z	5310-00-947-1380	V09114-3123-0643	8	7		SR3518	3242	8	1
1R	1730-00-948-4564	V09114-2223-0664	3	3		SR3518	3242	0	0
1R	5945-01-240-2505	V09114-3251-1230	1	1		SR3518	3242	1	1

Total Records for this Report: 5

RECDNO_06

Figure 1

This report provides a list of the RIP transactions you transferred from a scanner to the PC. The program can print the report in either a NIIN or document-number sequence. Use this report to conduct audit trails and verify receipt-processing transactions. Provide a copy of this report every day to the Receipt Processing Coordinator.

, Exception Report.

30 AUG 93 (3242)
RIP SCANNER: 01

RECEIPT IN PROCESS SCANNER
EXCEPTION REPORT

PAGE 1

DOCUMENT NUMBER	SUFFIX CODE	COG	STOCK NUMBER	UI	SHIP QTY	RIP QTY	ROUT ID	UNIT PRICE	SCANNER USER ID	SCAN DATE	EXCEPT CODE	**ON FILE** QTY	**ON FILE** DATE
V09114-3215-00664	A	9N	1730-00-948-4564	EA	3	2	NNZ	41.50	SR3518	3242	02	3	3241

NOTE: THIS REPORT DEPICTS THOSE RECORDS WHICH HAVE BEEN PREVIOUSLY SCANNED AND REQUIRE RESEARCH.

EXCEPTION CODES:
01 - DUPLICATE STOCK RIP
02 - DUPLICATE STOCK RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
03 - DUPLICATE STOCK RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)
04 - DUPLICATE DTO RECEIPT
05 - DUPLICATE DTO RIP (QTY RECEIVED DIFFERENT FROM QTY IN PC FILE)
06 - DUPLICATE DTO RIP (DATE RECEIVED DIFFERENT FROM DATE IN PC FILE)

TOTAL RECORDS FOR THIS REPORT: 1

RECPRO_07

Figure 2

This report provides a list of the records the program identified as erroneous after processing data into receipt master files. An exception code will appear next to each record describing the nature of the discrepancy. The following is a list of the types of exception codes as well as processing procedures:

- **Code 01. Duplicate Stock RIP.** This code applies to records for stock material that personnel processed twice. When you verify that a stock RIP record is truly a duplicate, delete it using the Receipt File Maintenance Function.

- **Code 02. Duplicate Stock RIP.** This code applies to records for stock material whose receipt quantity differs from the quantity on file. This condition can be the result of two different individuals processing transactions for the same item using different quantities. It also can result from one individual scanning bar-coded data while another manually enters a different quantity for the same item. Verify which quantity is correct and delete the erroneous entry in the same manner as for Code 01 above.

- **Code 03. Duplicate Stock RIP.** This code applies to records for stock material whose receipt date differs from the date on file. The same situations that apply for Code 02 apply here except that the differing data is the date rather than the quantity. Processing procedures are the same.

- **Code 04. Duplicate DTO Receipt.** This code applies to records for DTO material that personnel processed twice. When you verify that the DTO receipt record is truly a duplicate, delete it using the Receipt File Maintenance Function.

- **Code 05. Duplicate DTO Receipt.** This code applies to records for DTO material whose receipt quantity differs from the quantity on file. This condition can be the result of two different individuals processing the same item for different quantities. It also can result from one individual scanning bar-coded data while another manually enters a different quantity for the same item. Verify which quantity is correct and delete the erroneous entry as before.

- **Code 06. Duplicate DTO Receipt.** This code applies to records whose receipt date differs from the date on file. The same situations that apply for Code 05 apply here except that the differing data is the date rather than the quantity. Processing procedures are the same.

- **Distribution.** This report has the following distribution requirements:

  - Daily to the Receipt Processing Coordinator,
  - Daily to the Material Division Officer,
  - Daily to the Stock Control Officer,
  - Weekly to the Quality Assurance Officer,
  - Weekly to the Stores Officer.

- **Edit RIP Data on the PC.**

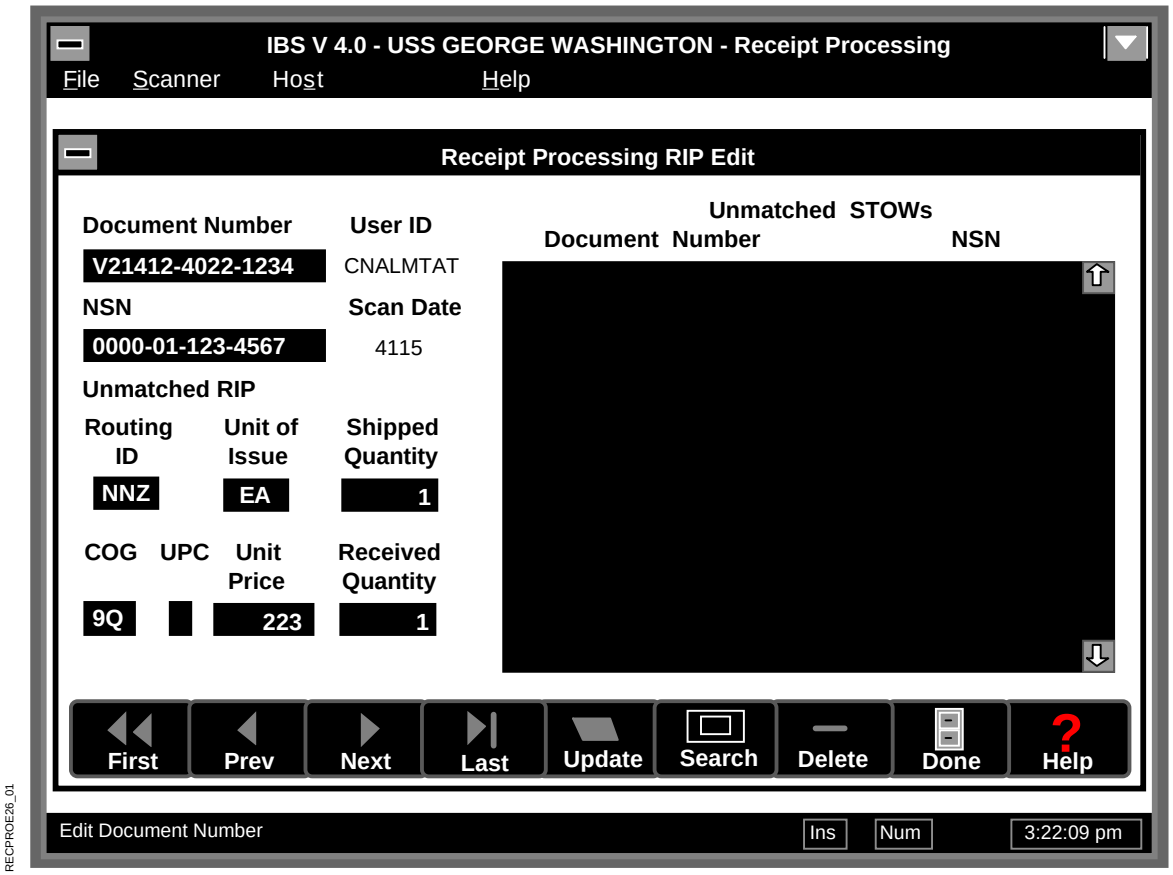

Figure 3

, **General.** This function allows you to access and change information for all stock and DTO RIP transactions that you noted were incorrect during your review of scanner transfer reports for RIP data.

, **Processing.** The procedures for this process appear in the following subparagraphs:

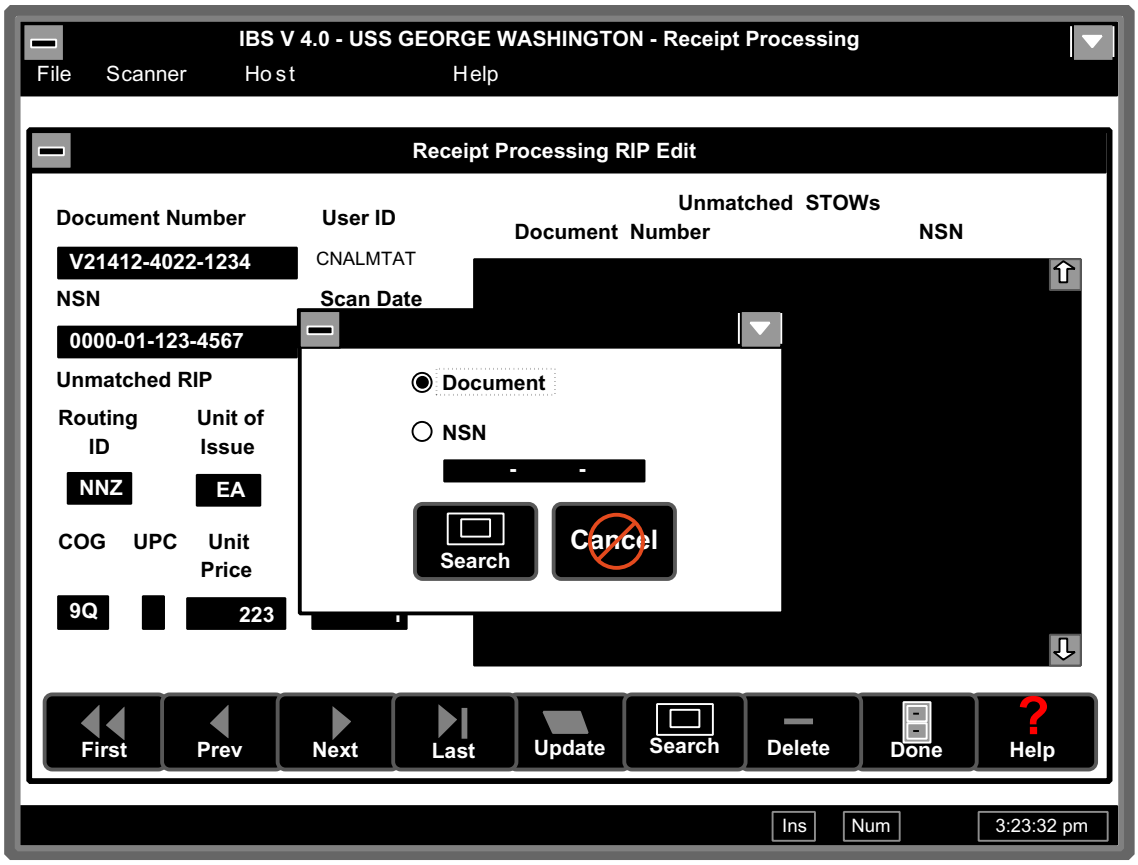

Figure 4

- Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen.

- Step 4. Enter the password you selected for this process.

- Step 5. Then, select the Receipt Processing Option also on the IBS Main Menu Screen.

- Step 6. Select the File Option from the Receipt Processing Menu Screen.

- Step 7. Select the RIP Option on the File Submenu and the Edit Option on the RIP Submenu.

- Step 8. Use the arrow keys or the mouse to select the Search Option.

- Step 9. Select to search by document or NSN number.

- Step 10. Enter the document or stock number in the highlighted data block and select the Search Option again.

- Step 11. Once the record you wish to edit appears, change the data on the screen as necessary. Use the arrow keys or the mouse to select the appropriate data fields you wish to edit. Then, type the revised data over the data already on the screen.

- Step 12. Check the data elements on the screen carefully and, if correct, select the Update Option to save the changes.

- Step 13. Select the OK Option to continue to the next record you wish to edit.

- Step 14. When finished, select the Done Option to conclude this process and return the system to the Receipt Processing Menu Screen.

- **Generate Receipt Differences Reports.**

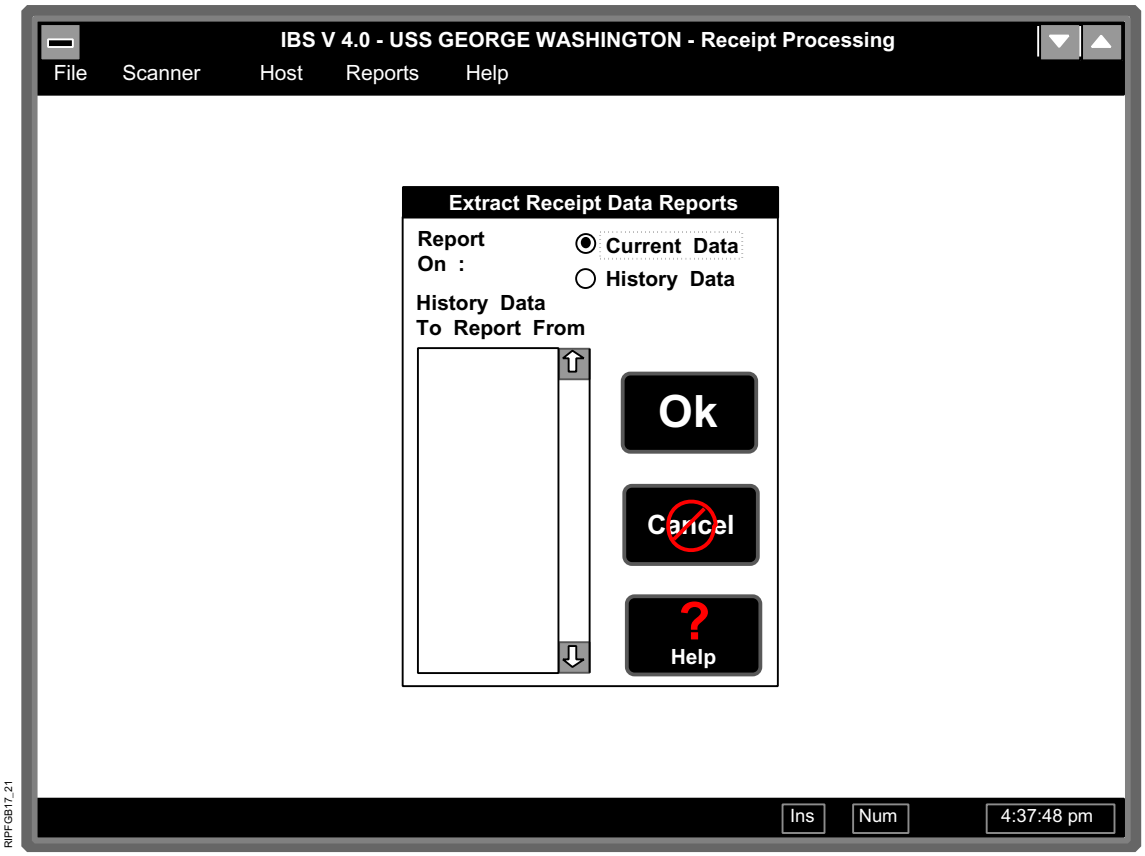

Figure 5

, **General.** This function allows you to select to produce the reports that have receipt-document discrepancies. Use these reports in conjunction with a financial audit. In this way, they help you find the records that correspond to those that remain unmatched on both C&H and A&G summaries. The IBS Program provides you with the ability to select and include transactions for consumable, repairable, or both types of material.

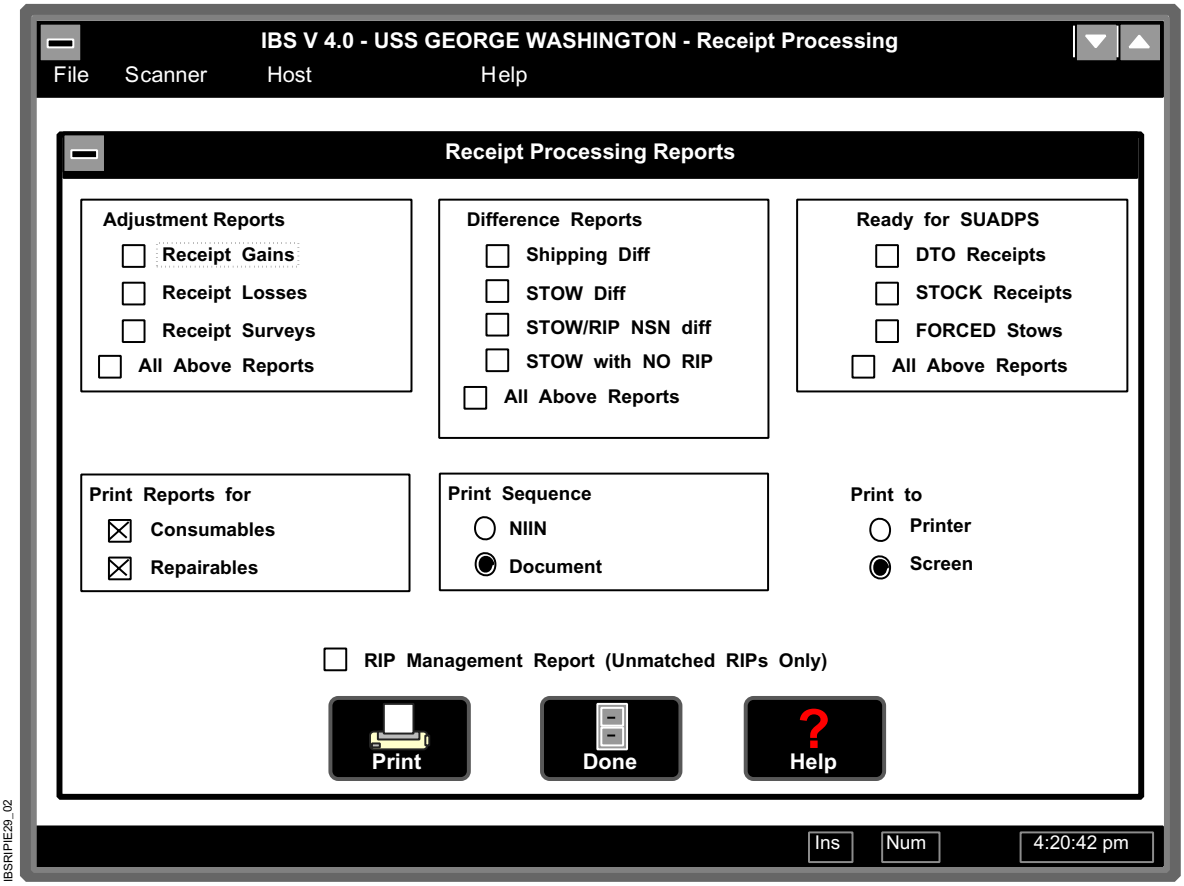

Figure 6

, **Processing.** The procedures for this process are as follows:

- ✥ Step 1. Select the Reports Option from the Receipt Processing Menu Screen.
- ✥ Step 2. Select the Current Data Option to print reports for records that are now on file.
- ✥ Step 3. Select the OK Option to continue this printing process.

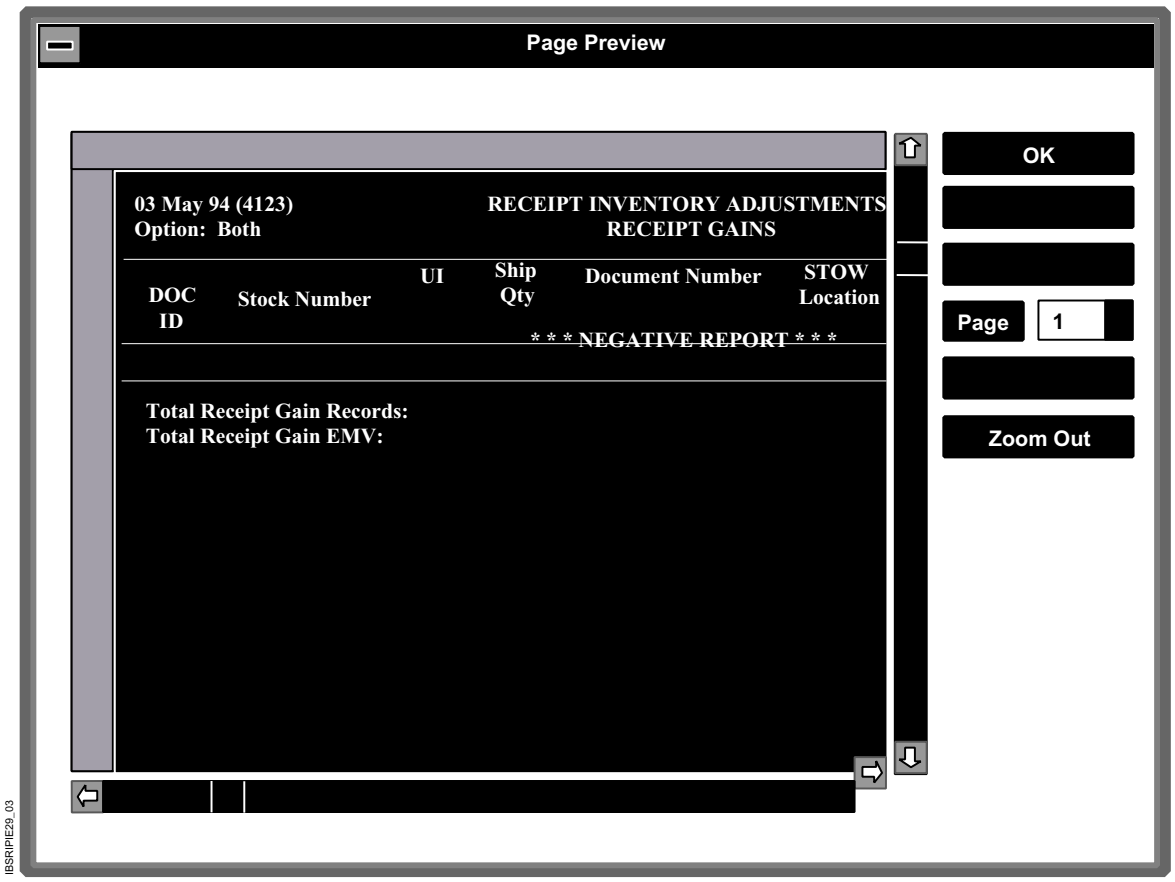

Figure 7

- Step 4. Use the arrow keys or the mouse to select the Shipping Differences Reports Option or the OMC/ Scanner Differences Reports Option.

- Step 5. Select the type of material you wish on the reports: consumable, repairable, or both.

- Step 6. Select to print the reports in a NIIN or document-number sequence.

- Step 7. Select the Printer Option to print a report.

- Step 8. After you make sure the printer is ready, select the Print Option to begin the printing process. The report with shortages prints first and then the report with overages.

- Step 9. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.

- **Generate RIP Management Reports.**

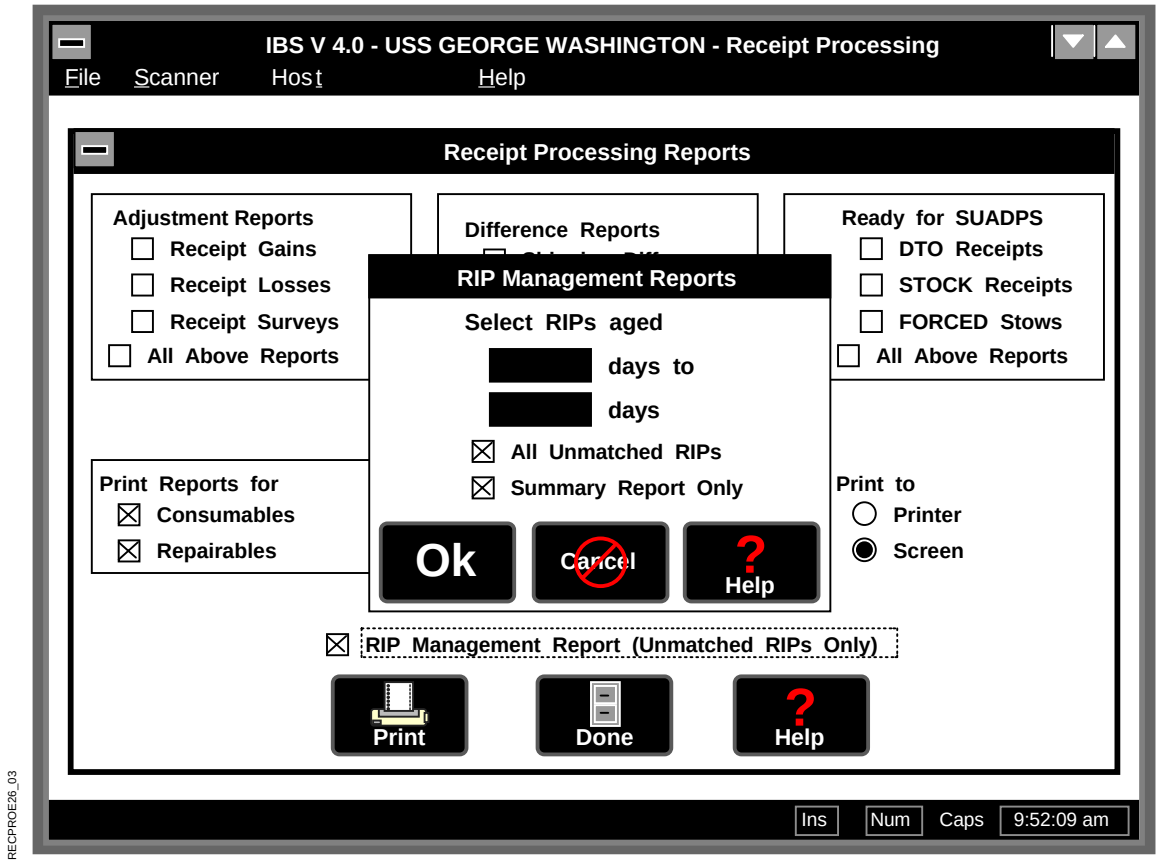

Figure 8

, **General.** This function allows you to select to produce RIP management reports. These reports are the most comprehensive and detailed tools available for managers to monitor receipt-in-process transactions within the IBS Program. Proper use of these reports enhances receipt-processing efficiency and accuracy. Additionally, these reports provide criteria that allows you to measure performance, time management, and personnel utilization. These reports also provide good audit-trail information that is useful when you attempt to track material that personnel misplaced or lost. Use these reports as tools to monitor receipt

records that become over-aged while awaiting stowage action. This process is identical for receipts of both DTO and stock material. The only exception is that the notation “DTO material” appears on all screens and reports instead of “Stock material.”

, **Processing.** The procedures for this process are as follows:

- Step 1. Select the Reports Option from the Receipt Processing Menu Screen.
- Step 2. Select the Current Data Option to print reports for records that are now on file.
- Step 3. Select the OK Option to continue this printing process.
- Step 4. Use the arrow keys or the mouse to select the RIP Management Report (Unmatched RIPs Only) Option.
- Step 5. Enter beginning and ending values to generate reports for RIP transactions processed within a particular range of days. You also can select to generate reports for all RIP transactions in process or a summary report.
- Step 6. Select the type of material you wish on the reports: consumable, repairable, or both.
- Step 7. Select to print the reports in a NIIN or document-number sequence.
- Step 8. Select the Printer Option to print a report.
- Step 9. After you make sure the printer is ready, select the Print Option to begin the printing process.
- Step 10. Select the Done Option to complete this process and return the system to the Receipt Processing Menu Screen.